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ABSTRACT

This selected bibliography of materials published by all Federal and many state agencies from 1962 to 1968 is divided into four sections. One deals with occupational and industry manpower literature, including occupational outlook service information, occupational and industry manpower studies, job descriptions, and Federal government careers. The second part discusses education, financial assistance, and placement information. The next section examines manpower problems in relationship to depressed areas, defense expenditures, labor standards, technological change, and worker mobility. The last part cited studies concerning problems of such special groups in the labor forces as agricultural migrants, apprentices, older workers, women, and youth. Information on sources of statistics useful to counselors and a section on broad-scope directories, catalogs, and bibliographies is also provided. Appended are: (1) addresses of Federal agencies, (2) a 2-year cumulative index to the "Occupational Outlook Quarterly" by article title, (3) a section on how to obtain government publications, (4) a listing of Federal Government periodicals and how to obtain them, and (5) a listing of Federal Depository Libraries. (BC)

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COUNSELOR'S GUIDE TO MANPOWER INFORMATION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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AN ANNOTATED BIBLIOGRAPHY OF GOVERNMENT PUBLICATIONS

U.S. DEPARTMENT OF LABOR
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PREFACE

Up-to-date and accurate manpower information is essential in making wise vocational decisions. In recognition of this need, Federal, State, and local government agencies are issuing an increasing number of publications which inform vocational counselors and others about trends and developments which have implications for career decisions. This Guide was prepared to encourage the wider use of these materials.

This bulletin was prepared by Gerard C. Smith, under the direction of Neal Rosenthal, in the Bureau's Division of Manpower and Occupational Outlook. Joseph J. Rooney, Gary G. Rubenstein, and John M. Sumansky assisted in the research and writing of the bulletin.

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INTRODUCTION

In an ever growing and changing society, such as ours, the task of making sound vocational and educational decisions is a growing challenge. Consider, for example, the pace of technological change in recent years and its effect on job opportunities and job security. Hundreds of thousands of production jobs have disappeared in various regions, occupations, and industries. At the same time, new industries, products, and processes have generated employment opportunities–many of these in new occupations. Educational and training requirements have been raised across a broad range of occupations. Achievement of effective vocational and educational decisions is further complicated by the unusually large numbers of youths and women entering the labor force, and lingering high levels of unemployment among youth, older people, and minority group members.

To meet the challenge, counselors must be informed on the major aspects of the Nation's manpower trends. For example, they should be familiar with the changing job content of occupations; those occupations with excess workers and those with worker shortages; the new occupations resulting from technological change; and those with growing or shrinking employment opportunities. Commenting on the effectiveness of counselors without a full knowledge of occupations, an outstanding leader in the field of counseling points out that "the weak counselor pools his own ignorance of occupations with the ignorance of the client and from this shallow pool tries to help the client to select an appropriate occupation."[1]

A veritable storehouse of occupational and other manpower materials is published by government agencies–both Federal and State–which can help counselors and counselees to achieve the most effective vocational and educational decisions. These publications cover a wide range of subject matters including job descriptions, industry and occupation employment trends, changing occupational structure in industry, entry jobs, training requirements for specific occupations, and starting and managing a small business. Some publications include valuable bibliographies on subjects of particular interest to counselors. Much material published by State agencies deals with current and future occupational employment requirements in individual labor areas; or the duties and characteristics, qualifications required, employment prospects, and related information for individual occupations or groups of related occupations.

The *Counselor's Guide to Manpower Information,* previously published in 1964,[2] is a selected bibliography of representative materials from all Federal and many State agencies from 1962 through early 1968. Emphasis is placed on the latest available published materials.

In addition to the preceding separate publications which provide national information, many publications provide State and local area manpower information. State employment agencies affiliated with the U.S. Department of Labor publish much valuable information on occupations and employment opportunities in State and local areas. These State agencies prepare two principal types of studies–area skill surveys, which analyze current and future occupational requirements in individual labor areas; and occupational guides, which provide career information for individual occupations or groups of related occupations. State agencies also publish special manpower and labor market studies that deal with future manpower supply, characteristics of the work force, changes in State and area economic activity, and the employment structure of industries.

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[1] Robert Hoppock, *Occupational Information,* 3d ed. (New York, McGraw-Hill Book Company, Inc., 1967), p. 134.

[2] See the *Counselor's Guide to Occupational and Other Manpower Information: An Annotated Bibliography of Selected Government Publications.* U.S. Department of Labor (BLS Bulletin 1421, November 1964).

The *Guide to Local Occupational Information,* compiled by the U.S. Department of Labor's Bureau of Employment Security, lists local level occupational guides, occupational guidance publications, and area skill surveys. (See page 19.)

No attempt was made to tap the vast field of private publications; counselors should consult the *NVGA Bibliography of Current Occupational Literature,* 1966 Edition, published by the National Vocational Guidance Association.

Use of the Guide

For ease of finding publications pertaining to a specific subject, the *Guide* is divided into four basic sections: occupational and industry manpower literature; education, financial assistance, and placement information; manpower problems and issues; and special groups in the labor force. Introductions to each section identify the subject area and associated manpower problems. Where applicable, the section introductions describe governmental policies and programs related to them. Each section is divided into several sub-sections which focus on a specific subject. Annotated listings are presented on each subject in alphabetical order. The *Guide* also includes a section on basic statistics, available from government sources, that can be particularly useful to counselors; and a section on directories, catalogs, and bibliographies. Appendixes include helpful hints to counselors on how and where to order government publications.

In citing Federal publications, abbreviations have been used to conserve space. These abbreviations indicate, in order of their appearance, (1) the name of the issuing department and (2) the agency (abbreviation in parentheses) to which requests for free publications may be directed. When agencies within a department are responsible for publications, they are listed immediately after the departmental abbreviation. Free publications may be obtained as long as supplies last. Virtually all *priced* publications may be ordered from the Superintendent of Documents, U.S. Government Printing Office. Federal agencies are listed alphabetically, by their abbreviations, in Appendix B, along with their addresses. (See also Appendixes A through E for information on how and where to order Federal publications.)

Free State and local government publications may be requested from the agency whose name and address appear immediately following the publication title. Priced publications may be ordered from the organization whose name and address appear in parentheses.

Publication citations in the *Guide* that are preceded by an asterisk are considered suitable for counselees and counselors to use. The titles of periodicals are italicized for ease in identification. Information on subscriptions to selected periodicals is provided in Appendix D.

Many of the publications listed in the *Guide* are available free of charge; the others may be purchased. School and public libraries may be sources for some of these publications. Also, Federal depository libraries may be excellent for Government manpower information. (See Appendix E for list and explanation of Federal depository libraries.)

COUNSELOR'S GUIDE TO OCCUPATIONAL AND OTHER MANPOWER INFORMATION

A BASIC MANPOWER BOOKSHELF

Of the hundreds of useful government manpower publications cited in this bibliography, several should be on every counselor's reference bookshelf because they are basic sources of comprehensive, practical, and up-to-date information. These selected publications are identified briefly below with references to the pages in this bibliography where they are discussed.

The Occupational Outlook Handbook is the most comprehensive source of occupational and industry career information available. Published every 2 years by the U.S. Department of Labor's Bureau of Labor Statistics, it provides information on the nature of work, long-term employment outlook, and related topics for hundreds of occupations, and major industries. (See page 4.)

The Occupational Outlook Report Series consists of individual reprints of statements published in the *Occupational Outlook Handbook* (119 for the 1968-69 edition). These reprints enable counselors to make occupation and industry information readily available to students interested in specific careers. (See page 4.)

The Occupational Outlook Quarterly supplements the *Handbook* by presenting up-to-date occupational outlook and other timely manpower information. (See pages 9, 86.)

The Dictionary of Occupational Titles (D.O.T.) published by the U.S. Department of Labor's Bureau of Employment Security, is an encyclopedia of job definitions and related data. The 1965 edition of the D.O.T. contains information on about 22,000 jobs, of which about 6,000 are new to the D.O.T. since the previous 1949 edition. (See page 21.)

The Handbook on Women Workers published every 2 years by the U.S. Department of Labor's Women's Bureau, is a sourcebook of facts on women's employment, occupations, earnings, education, and related subjects. (See page 63.)

The Manpower Report of the President including a Report on Manpower Requirements, Resources, Utilization, and Training published annually by the U.S. Department of Labor is the Federal Government's primary report on manpower problems. It discusses the many factors affecting manpower requirements, resources, utilization, and training. (See page 42.)

Each major branch of the Armed Forces publishes a comprehensive career handbook and other helpful materials, which describe occupations and training programs for enlisted men. These publications include: *U.S. Army Opportunities; U.S. Navy Occupational Handbook; U.S. Air Force Occupational Handbook; and Occupational Specialties,* issued by the U.S. Marine Corps. (See pages 26, 27.)

OCCUPATIONAL AND INDUSTRY MANPOWER LITERATURE

National Information

The Federal Government is the main source of occupational and industry manpower information that is primarily national in scope. A representative sample of the increasing volume of publications incorporating such information is shown below. The subject matter is varied, but in general deals with careers in individual occupations, employment changes in industries, and education and training programs which lead to jobs in specific fields.

OCCUPATIONAL OUTLOOK SERVICE INFORMATION

Occupational Outlook Handbook

The *Occupational Outlook Handbook,* compiled by the U.S. Department of Labor's Bureau of Labor Statistics, is a basic reference book of occupational information. The *Handbook* is based on information gathered from industry, labor organizations, trade organizations, trade associations, professional societies, Government agencies, and educational institutions. It draws upon an extensive program of research in industrial and occupational trends in the United States.

The *Handbook,* first published in 1949 and every other year since 1957, is now in its eighth edition. It provides comprehensive information for approximately 700 occupations and 30 major industries describing their work, earnings potential, training and educational requirements, and outlook. It also discusses future trends and conditions which are likely to affect employment outlook in the decade ahead. The 1968-69 edition contains 765 pages with many illustrative photographs and charts.

The *Handbook* and all other Occupational Outlook Service publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or from any of the eight regional offices of the U.S. Department of Labor's Bureau of Labor Statistics (See Appendix B, page 83 for addresses.) Send check or money order. (See appendix A, page 79 for: How to Obtain Federal Government Publications.)

*OCCUPATIONAL OUTLOOK HANDBOOK, 1968-69 Edition. USDL. Bureau of Labor Statistics. Bulletin 1550. 1968. 765 pp. $4.25.

Occupational Outlook Report Series

The reports in the *Handbook* are produced in a series of reprints, each of which covers a single occupation, industry, or a group of related occupations. These reprints enable counselors to make occupational information easily available to more students interested in specific careers. Teachers can use the reports as motivational aids in relating school subjects to earning a living. These reprints are invaluable to groups or organizations answering career inquiries with authoritative information. Single reprints can be ordered. (See text pages 4 through 9 for a complete list and prices.)

*OCCUPATIONAL OUTLOOK REPORT SERIES, 119 reprints from Bulletin 1550, *Occupational Outlook Handbook*, 1968-69 Edition. USDL. Bureau of Labor Statistics. Complete set $9.25.

ACCOUNTANTS. Bulletin 1550-1. 8 pp. 5 cents.

ADVERTISING, MARKET RESEARCH, AND PUBLIC RELATIONS WORKERS. Bulletin 1550-2. 12 pp. 10 cents.

AGRICULTURAL OCCUPATIONS. Bulletin 1550-95. 16 pp. 10 cents.

AIR-CONDITIONING AND HEATING MECHANICS. Bulletin 1550-3. 8 pp. 5 cents.

AIRCRAFT, MISSILES, AND SPACECRAFT OCCUPATIONS. Bulletin 1550-96. 12 pp. 10 cents.

APPAREL INDUSTRY OCCUPATIONS. Bulletin 1550-98. 12 pp. 10 cents.

APPLIANCE SERVICEMEN. Bulletin 1550-4. 8 pp. 5 cents.

ARCHITECTS. Bulletin 1550-5. 8 pp. 5 cents.

ATOMIC ENERGY INDUSTRY OCCUPATIONS. Bulletin 1550-99. 12 pp. 10 cents.

AUTOMOBILE SERVICE AND SALES OCCUPATIONS. Bulletin 1550-6. 24 pp. 15 cents.

BAKING INDUSTRY. Bulletin 1550-100. 8 pp. 5 cents.

BANKING OCCUPATIONS. Bulletin 1550-101. 12 pp. 10 cents.

BARBERS AND COSMETOLOGISTS. Bulletin 1550-7. 8 pp. 5 cents.

BIOLOGICAL SCIENTISTS. Bulletin 1550-8. 8 pp. 5 cents.

BOILERMAKING OCCUPATIONS. Bulletin 1550-9. 8 pp. 5 cents.

BOOKKEEPING WORKERS, OFFICE MACHINE OPERATORS. Bulletin 1550-10. 8 pp. 5 cents.

BOWLING-PIN-MACHINE MECHANICS. Bulletin 1550-11. 8 pp. 5 cents.

BRICKLAYERS, STONEMASONS, MARBLE SETTERS, TILE SETTERS, TERAZZO WORKERS. Bulletin 1550-12. 16 pp. 10 cents.

BUSINESS MACHINE SERVICEMEN. Bulletin 1550-13. 12 pp. 10 cents.

CARPENTERS, PAINTERS, PAPERHANGERS, GLAZIERS. Bulletin 1550-14. 16 pp. 10 cents.

CASHIERS. Bulletin 1550-16. 8 pp. 5 cents.

CEMENT MASONS, PLASTERERS, LATHERS. Bulletin 1550-15. 16 pp. 10 cents.

CHIROPRACTORS. Bulletin 1550-17. 8 pp. 5 cents.

CIVIL AVIATION OCCUPATIONS. Bulletin 1550-102. 20 pp. 15 cents.

CLERGY: PROTESTANT CLERGYMEN, RABBIS, ROMAN CATHOLIC PRIESTS. Bulletin 1550-18. 12 pp. 10 cents.

COMMERCIAL ARTISTS, INDUSTRIAL DESIGNERS, INTERIOR DESIGNERS AND DECORATORS. Bulletin 1550-19. 12 pp. 10 cents.

CONSERVATION OCCUPATIONS: FORESTERS, FORESTRY AIDS, RANGE MANAGERS. Bulletin 1550-20. 12 pp. 10 cents.

COUNSELING AND PLACEMENT: COLLEGE PLACEMENT OFFICERS; SCHOOL, REHABILITATION, AND VOCATIONAL COUNSELORS. Bulletin 1550-21. 12 pp. 10 cents.

DENTAL HYGIENISTS. Bulletin 1550-22. 8 pp. 5 cents.

DENTAL LABORATORY TECHNICIANS. Bulletin 1550-23. 8 pp. 5 cents.

DENTISTS. Bulletin 1550-24. 8 pp. 5 cents.

DIESEL MECHANICS, FARM EQUIPMENT MECHANICS. Bulletin 1550-25. 8 pp. 5 cents.

DIETITIANS. Bulletin 1550-26. 8 pp. 5 cents.

DISPENSING OPTICIANS, OPTICAL MECHANICS. Bulletin 1550-27. 8 pp. 5 cents.

DRIVING OCCUPATIONS: TRUCK, BUS, TAXI, AND ROUTEMEN. Bulletin 1550-28. 20 pp. 15 cents.

EARTH SCIENTISTS: GEOLOGISTS, GEOPHYSICISTS, METEOROLOGISTS, AND OCEANOGRAPHERS. Bulletin 1550-29. 16 pp. 10 cents.

ELECTRIC POWER INDUSTRY OCCUPATIONS. Bulletin 1550-103. 16 pp. 10 cents.

ELECTRIC SIGN SERVICEMEN. Bulletin 1550-30. 8 pp. 5 cents.

ELECTRICIANS (CONSTRUCTION). Bulletin 1550-31. 12 pp. 10 cents.

ELECTRONIC COMPUTER OPERATING PERSONNEL, PROGRAMERS, SYSTEMS ANALYSTS. Bulletin 1550-32. 12 pp. 10 cents.

ELECTRONICS INDUSTRY OCCUPATIONS. Bulletin 1550-104. 12 pp. 10 cents.

ENGINEERS. (10 Fields). Bulletin 1550-33. 16 pp. 10 cents.

FACTORY OPERATIVES: ASSEMBLERS, ELECTROPLATERS, INSPECTORS, POWER-TRUCK OPERATORS, PRODUCTION PAINTERS. Bulletin 1550-34. 12 pp. 10 cents.

FBI SPECIAL AGENTS. Bulletin 1550-35. 8 pp. 5 cents.

FIREFIGHTERS, POLICEMEN AND POLICEWOMEN, STATE POLICE OFFICERS. Bulletin 1550-36. 12 pp. 10 cents.

FLOOR COVERING INSTALLERS. Bulletin 1550-37. 12 pp. 10 cents.

FORGING OCCUPATIONS, BLACKSMITHS. Bulletin 1550-38. 8 pp. 5 cents.

FOUNDRY OCCUPATIONS. Bulletin 1550-105. 12 pp. 10 cents.

FURNITURE UPHOLSTERERS. Bulletin 1550-39. 8 pp. 5 cents.

GOVERNMENT OCCUPATIONS. Bulletin 1550-106. 16 pp. 10 cents.

HOME ECONOMISTS. Bulletin 1550-40. 8 pp. 5 cents.

HOSPITAL ADMINISTRATORS. Bulletin 1550-42. 8 pp. 5 cents.

HOTEL INDUSTRY OCCUPATIONS. Bulletin 1550-107. 12 pp. 10 cents.

HOUSEHOLD WORKERS (PRIVATE). Bulletin 1550-41. 8 pp. 5 cents.

INSURANCE INDUSTRY OCCUPATIONS. Bulletin 1550-109. 12 pp. 10 cents.

IRON AND STEEL INDUSTRY OCCUPATIONS. Bulletin 1550-110. 12 pp. 10 cents.

LABORERS (CONSTRUCTION). Bulletin 1550-43. 12 pp. 10 cents.

LANDSCAPE ARCHITECTS. Bulletin 1550-44. 8 pp. 5 cents.

LAWYERS. Bulletin 1550-45. 8 pp. 5 cents.

LIBRARIANS. Bulletin 1550-46. 8 pp. 5 cents.

MACHINING OCCUPATIONS: INSTRUMENT MAKERS, MACHINISTS, MACHINE TOOL OPERATORS, TOOL AND DIE MAKERS, SETUP MEN, LAYOUT MEN. Bulletin 1550-47. 16 pp. 10 cents.

MAINTENANCE ELECTRICIANS, INDUSTRIAL MACHINERY REPAIRMEN, MILLWRIGHTS. Bulletin 1550-48. 12 pp. 10 cents.

MATHEMATICS AND RELATED FIELDS: MATHEMATICIANS, STATISTICIANS, ACTUARIES. Bulletin 1550-49. 12 pp. 10 cents.

MEDICAL RECORD LIBRARIANS. Bulletin 1550-50. 8 pp. 5 cents.

MEDICAL TECHNOLOGISTS, MEDICAL LABORATORY ASSISTANTS. Bulletin 1550-51. 8 pp. 5 cents.

MEDICAL X-RAY TECHNICIANS. Bulletin 1550-52. 8 pp. 5 cents.

MOTION PICTURE PROJECTIONISTS. Bulletin 1550-53. 8 pp. 5 cents.

MOTOR VEHICLE INDUSTRY OCCUPATIONS. Bulletin 1550-11. 12 pp. 10 cents.

NEWSPAPER REPORTERS, TECHNICAL WRITERS. Bulletin 1550-54. 8 pp. 5 cents.

OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS. Bulletin 1550-55. 8 pp. 5 cents.

OPERATING ENGINEERS (CONSTRUCTION). Bulletin 1550-56. 12 pp. 10 cents.

OPTOMETRISTS. Bulletin 1550-57. 8 pp. 5 cents.

OSTEOPATHIC PHYSICIANS. Bulletin 1550-58. 8 pp. 5 cents.

PAPER INDUSTRY OCCUPATIONS. Bulletin 1550-13. 12 pp. 10 cents.

PERFORMING ARTISTS. Bulletin 1550-59. 16 pp. 10 cents.

PERSONNEL WORKERS. Bulletin 1550-60. 8 pp. 5 cents.

PETROLEUM AND NATURAL GAS INDUSTRY OCCUPATIONS. Bulletin 1550-12. 16 pp. 10 cents.

PHARMACISTS. Bulletin 1550-61. 8 pp. 5 cents.

PHOTOGRAPHERS, PHOTOGRAPHIC LABORATORY OCCUPATIONS. Bulletin 1550-62. 12 pp. 10 cents.

PHYSICAL SCIENTISTS: CHEMISTS, BIOCHEMISTS, PHYSICISTS, ASTRONOMERS. Bulletin 1550-65. 16 pp. 10 cents.

PHYSICIANS. Bulletin 1550-66. 8 pp. 5 cents.

PLUMBERS AND PIPEFITTERS, ASBESTOS AND INSULATING WORKERS. Bulletin 1550-63. 16 pp. 10 cents.

PODIATRISTS. Bulletin 1550-67. 8 pp. 5 cents.

POST OFFICE OCCUPATIONS. Bulletin 1550-114. 12 pp. 10 cents.

PRINTING OCCUPATIONS. Bulletin 1550-64. 20 pp. 15 cents.

PSYCHOLOGISTS. Bulletin 1550-68. 8 pp. 5 cents.

PURCHASING AGENTS, INDUSTRIAL TRAFFIC MANAGERS. Bulletin 1550-69. 8 pp. 5 cents.

RADIO AND TELEVISION BROADCASTING INDUSTRY OCCUPATIONS. Bulletin 1550-115. 16 pp. 10 cents.

RAILROAD INDUSTRY OCCUPATIONS. Bulletin 1550-116. 24 pp. 15 cents.

REAL ESTATE AGENTS AND BROKERS. Bulletin 1550-70. 8 pp. 5 cents.

RECEPTIONISTS. Bulletin 1550-71. 8 pp. 5 cents.

RECREATION WORKERS. Bulletin 1550-72. 8 pp. 5 cents.

REGISTERED PROFESSIONAL NURSES, LICENSED PRACTICAL NURSES, HOSPITAL ATTENDANTS. Bulletin 1550-73. 12 pp. 10 cents.

RESTAURANT INDUSTRY OCCUPATIONS. Bulletin 1550-117. 12 pp. 10 cents.

SALESMEN AND SALESWOMEN IN RETAIL STORES, SALESMEN IN WHOLESALE TRADE, MANUFACTURERS' SALESMEN. Bulletin 1550-74. 12 pp. 10 cents.

SANITARIANS. Bulletin 1550-75. 8 pp. 5 cents.

SECURITIES SALESMEN. Bulletin 1550-76. 8 pp. 5 cents.

SHEET-METAL WORKERS AND ROOFERS. Bulletin 1550-78. 16 pp. 10 cents.

SHIPPING AND RECEIVING CLERKS. Bulletin 1550-77. 8 pp. 5 cents.

SHOE REPAIRMEN. Bulletin 1550-79. 8 pp. 5 cents.

SOCIAL SCIENTISTS. (6 categories). Bulletin 1550-80. 16 pp. 10 cents.

SOCIAL WORKERS. Bulletin 1550-81. 8 pp. 5 cents.

SPEECH PATHOLOGISTS AND AUDIOLOGISTS. Bulletin 1550-82. 8 pp. 5 cents.

STATIONARY ENGINEERS, STATIONARY FIREMEN (BOILER). Bulletin 1550-83. 8 pp. 5 cents.

STENOGRAPHERS AND SECRETARIES, TYPISTS. Bulletin 1550-84. 8 pp. 5 cents.

STRUCTURAL AND OTHER IRON WORKERS, ELEVATOR CONSTRUCTORS. Bulletin 1550-85. 16 pp. 10 cents.

SURVEYORS. Bulletin 1550-86. 8 pp. 5 cents.

TEACHERS. Bulletin 1550-87. 12 pp. 10 cents.

TECHNICIANS: ENGINEERING AND SCIENCE; DRAFTSMEN. Bulletin 1550-88. 12 pp. 10 cents.

TELEPHONE INDUSTRY OCCUPATIONS. Bulletin 1550-118. 16 pp. 10 cents.

TELEVISION AND RADIO SERVICE TECHNICIANS. Bulletin 1550-89. 8 pp. 5 cents.

URBAN PLANNERS. Bulletin 1550-90. 8 pp. 5 cents.

VENDING MACHINE MECHANICS. Bulletin 1550-91. 8 pp. 5 cents.

VETERINARIANS. Bulletin 1550-92. 8 pp. 5 cents.

WATCH REPAIRMEN, JEWELERS AND JEWELRY REPAIRMEN, INSTRUMENT REPAIRMEN. Bulletin 1550-93. 12 pp. 10 cents.

WELDERS, OXYGEN AND ARC CUTTERS. Bulletin 1550-94. 8 pp. 5 cents.

* * *

TOMORROW'S JOBS. Bulletin 1550-A. 12 pp. 10 cents. Special reprint of the introduction to the *Occupational Outlook Handbook*. It discusses, in nontechnical language, expected population and labor force growth, the changing occupational structure of the economy, and implications for education, training, and future employment opportunities. This reprint is directed to counselors, parents, teachers, and others who assist young people in making vocational choices.

Occupational Outlook Quarterly

The *Occupational Outlook Quarterly* supplements the *Occupational Outlook Handbook*. It expands and updates occupational outlook and manpower information between *Handbook* editions. Published four times during each school year (September, December, February, and May), the *Quarterly* presents timely articles on studies by Government and private organizations and valuable contributions from outstanding authorities on automation, manpower, economics, education, and guidance.

The following citations illustrate the types of occupational and other manpower literature published in the *Quarterly*.

THE MANY FACES OF TECHNOLOGY. Describes different trends in technological change and the net effects these changes will have on industry employment of various occupations.

SYSTEMS ANALYST: A SOFTWARE SPECIALIST. Explains the systems analyst's duties. It also provides information on where they are employed, how to enter the field, and what the outlook is for the next decade.

89 MILLION JOBS BY 1975? Gives information on projected employment growth and on the various factors affecting occupational employment.

OCCUPATIONAL OUTLOOK QUARTERLY. USDL. Bureau of Labor Statistics. Quarterly. 35 cents per copy. Annual subscriptions are $1.25 domestic or $1.75 foreign. Free reprints of *Occupational Outlook Quarterly* articles are available from the Bureau of Labor Statistics, Occupational Outlook Service. (See appendix C, page 86 for an index to recent *Quarterly* articles and a list of available reprints.)

Occupational Outlook Slide Series

This slide series entitled, *LOOKING AHEAD TO A CAREER,* represents a new visual aid for counselors. It is made up of a set of 36 color slides (2 inch by 2 inch, 35 mm.) which illustrate our Nation's changing occupational and industrial mix. The slide series provides answers to such relevant questions as: "What kind of jobs will there be?"; "What industries will provide these jobs?"; and "What fields of work look especially promising?" The slides also provide additional information about the future economic and educational framework within which individuals must choose their careers. A narrative for use in presenting the slides accompanies each set.

Order the Occupational Outlook Slide Series directly from the Occupational Outlook Service, U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212, or from any of the Bureau of Labor Statistics eight regional offices. (See appendix B, page 83 for addresses.) Complete set $10. Enclose check or money order. The "slide series" cannot be purchased through the Superintendent of Documents.

Occupational Outlook Service – Miscellaneous Publications

In addition to the *Occupational Outlook Handbook,* the report series, and the *Quarterly,* other reports, studies, and pamphlets are available. A series of motivational pamphlets that describes the relationship between academic subjects and possible careers is available. Another series of reports describe the outlook for jobs in which less than high school, high school, or college educational backgrounds are required or desirable. These reports provide information on the number of workers employed, training requirements, and the employment outlook for a large number of occupations.

Occupational Outlook publications are announced in the *Quarterly* as they become available. The Occupational Outlook Service also has a mailing list for free publications. Write to, Occupational Outlook Service, U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212, to have your name placed on the mailing list.

Motivational Pamphlets: Education has become an important stepping stone to a career. It has grown in importance due to the increasing demand for the "specialist" in all occupations. The Bureau of Labor Statistics has prepared several free leaflets describing the relationship of a number of academic subjects to possible careers.

*ENGLISH AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Describes the importance of English in every day activities and job hunting. Also discusses the possibilities that exist for making a living with a proficiency in English. Lists *OOH* reprints dealing with careers which require varying degrees of skill in English.

*FOREIGN LANGUAGES AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Discusses careers in which knowledge of a foreign language is either essential or a handy extra tool. Lists *OOH* reprints describing job opportunities where a foreign language is helpful.

*MATHEMATICS AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Explains the importance of training in mathematics for high school and college students. Tells how to find out whether mathematics is needed for a given career field. Lists *OOH* reprints describing job opportunities in occupations that require training in mathematics.

*SCIENCE AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Explains the importance of training in the sciences for high school and college students. Tells how training fits into different careers and how to find out whether science is needed for a given career. Lists *OOH* reprints containing information on careers requiring training in science.

*SOCIAL SCIENCE AND YOUR CAREER. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Discusses careers open to students of social science, and the value of social science courses in many occupations not directly related to the subject. Lists the *OOH* reprints describing job opportunities in the field.

*YOUR JOB AS A REPAIRMAN OR MECHANIC. USDL. Bureau of Labor Statistics. Leaflet. (OOS). 1966. Free. Presents some of the opportunities available to those people who possess a mechanical aptitude. Briefly describes job prospects, nature of the work, where training is available, and where to go for further information. Lists the *OOH* reprints for occupations in which mechanical ability is helpful.

OCCUPATIONAL AND INDUSTRY MANPOWER STUDIES

Changes in the number of workers employed in occupations and industries are inevitable in an economy typified by changing markets, technology, resources, and other characteristics. Many agencies of the Federal Government prepare studies and reports on occupational and industry employment. These studies may cover the economy as a whole or individual occupations and industries. Examples of occupational and industrial manpower literature are listed below.

Occupational Manpower Studies

AMERICA'S INDUSTRIAL AND OCCUPATIONAL MANPOWER REQUIREMENTS, 1964-75. *The Outlook for Technological Change and Employment,* pp. 9-187. Appendix volume 1 of the report by the National Commission on Technology, Automation, and Economic Progress. Study prepared for the National Commission by the USDL. Bureau of Labor Statistics. 1966. 373 pp. $2.25. Presents projections of occupation and industry manpower requirements to 1975. Discusses factors such as technology and government policy that affect occupational employment patterns. Covers all major industries in the economy.

*AUDITOR, INTERNAL. USDT. Internal Revenue Service. Document No. 5653. (IRS). 1968. 16 pp. Free. See page 31 for annotation.

*AUTOMATIC DATA PROCESSING, CAREERS IN. VA. Pamphlet No. 31-1. (VA). 1966. 12 pp. Free. See page 32 for annotation.

*CHILD WELFARE, A CAREER IN, WHAT IT OFFERS YOU. USDHEW. Children's Bureau. (CB). 1967. 8 pp. Free. Defines child welfare services, describes the major services offered by child welfare agencies, tells about opportunities for employment, qualifications for child welfare workers, and grants for graduate training.

*COMMUNICATION AND RECORDS, CAREER OPPORTUNITIES IN. USDS. Leaflet. (USDS). 1966. Free. See page 30 for annotation.

CORRECTIONS, NEW ROLES FOR NONPROFESSIONALS IN: PROS AND CONS. USDHEW. Welfare Administration. Booklet. 1966. 127 pp. 40 cents. Discusses the development of human service jobs which can provide new career opportunities for youth. Explores present experimentation with nonprofessional, custodial, or security personnel in correctional institutions and in the community.

COUNSELOR DEVELOPMENT IN AMERICAN SOCIETY. USDL. Manpower Administration. (MA). 1966. 306 pp. Free. Contains conference recommendations from the Invitational Conference on Government-University Relations in the Professional Preparation and Employment of Counselors, held in Washington, D.C. in 1965.

*CRIMINAL INVESTIGATOR AND SUPERVISORY CRIMINAL INVESTIGATOR. USDT. United States Secret Service. Criminal Investigating Series GS-1811. (SS). 1963. 12 pp. Free. See page 31 for annotation.

*CROPS RESEARCH, SCIENTIFIC CAREERS IN. USDA. Agricultural Research Service. Miscellaneous Publication No. 903. (ARS). 1966. Free. See page 22 for annotation.

*DEMAND OCCUPATIONS, CAREER GUIDE FOR. USDL. Bureau of Employment Security. 1965. 40 pp. 30 cents. Discusses occupations in current and anticipated short supply that require preemployment training. Gives required high school subjects; helpful personal characteristics such as interest, temperament, and physical conditions; and types of preemployment education and training needed.

DENTAL ASSISTANT, THE TRAINED – FACTS FOR COUNSELORS. USDHEW. Public Health Service. Publication No. 1004. Booklet. 1965. 7 pp. 15 cents. Tells how the dental assistant may be able to fill the manpower gap created by a shortage of dentists. Gives information on trends and outlook, educational requirements, licensing, and where to obtain further information.

*DENTAL HYGIENIST, THE REGISTERED – FACTS FOR COUNSELORS. USDHEW. Public Health Service. Publication No. 1508. Booklet. 1966. 8 pp. 15 cents. Describes the role of the dental hygienist as a member of the dental health team. Gives information on opportunities, educational requirements, entrance requirements, licensing, and compensation.

DESIGN AND DRAFTING, TECHNOLOGY AND MANPOWER IN, 1965-75. USDL. Manpower Administration. Manpower Research Bulletin 12. (MA). 1966. 39 pp. Free. Describes the design and drafting process and it's manpower needs. Examines the manpower implications that technological change holds for the design and drafting function.

*ECONOMISTS AND STATISTICIANS. USDT. Internal Revenue Service. Document No. 5947. (IRS). 1968. 12 pp. Free. See page 31 for annotation.

*ELECTRONIC COMPUTING SYSTEMS, OCCUPATIONS IN. USDL. Bureau of Employment Security. Pamphlet. 1965. 72 pp. 30 cents. Gives job seekers an up-to-date survey of the electronic data processing field. Gives the requirements, special job characteristics, and environmental conditions for 23 occupations in this field. Lists sources of additional information.

*ENGINEERING, AND RESEARCH: A REWARDING CAREER WITH THE U.S. POST OFFICE DEPARTMENT. USPOD. Publication No. 98. (USPOD). 1967. 16 pp. Free. See page 29 for annotation.

*ENGINEERS AND ARCHITECTS IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 05-15. (VA). 1965. 23 pp. Free. See page 32 for annotation.

*ENGINEERS AND PHYSICISTS, CAREER OPPORTUNITIES FOR: BUILDING TOMORROW'S WEATHER SYSTEMS. USDC. Pamphlet. 1964. 14 pp. 25 cents. See page 25 for annotation.

*ENGINEERS, SCIENTISTS, AND RELATED PROFESSIONAL POSITIONS. USCSC. Examination Announcement No. 415. (USCSC). 1967. 8 pp. Free. See page 22 for annotation.

ENGINEERS, SCIENTISTS, AND TECHNICIANS, THE CURRENT EMPLOYMENT MARKET FOR. USDL. Bureau of Employment Security. Booklet. (BES). Semi-Annual. Free. Presents the current situation and some past trends in the demand-supply situation for engineers, natural scientists, draftsmen, and laboratory technicians. Reports on specific occupational opportunities in the engineers' job market for each of 30 designated major areas.

*EXTENSION AGENT, YOUR CAREER AS AN. USDA. Federal Extension Service. Miscellaneous Publication No. 972. (USDA). 1964. Free. See page 23 for annotation.

*FBI AGENT, WHAT IT'S LIKE TO BE AN. USDJ. Federal Bureau of Investigation. Leaflet. (FBI). 1966. Free. See page 28 for annotation.

*FINGERPRINT TECHNICIAN WITH THE FBI, HOW TO BECOME A. USDJ. Federal Bureau of Investigation. Leaflet. (FBI). 1966. Free. See page 28 for annotation.

*GEOGRAPHY AS A PROFESSIONAL FIELD. USDHEW. Office of Education. OE-26015. 1966. 95 pp. 35 cents. Various geography specialists describe the application of geography to careers in fields such as cartography, urban and rural planning, location of industries, marketing, climatology, transportation, military operations, and economic development.

*HEALTH CAREERS GUIDEBOOK. USDL. Bureau of Employment Security. 1965. 260 pp. $1.50. Provides information on a variety of occupations in the health field. Makes suggestions for career planning, preparation, and education. Contains a reference list of organizations that can supply further information on specific health occupations.

HEALTH MANPOWER 1966-75: A STUDY OF REQUIREMENTS AND SUPPLY. USDL. Bureau of Labor Statistics. Report 323. (BLS). 1967. 50 pp. Free. Reports on current and prospective supply and demand for health manpower. The report is presented in two parts: (1) medical and health services industries, and (2) health occupations. Includes statistical tables and a bibliography.

*LIBERAL ARTS AND SCIENCE GRADUATES, PROSPECTIVE OCCUPATIONS FOR. USDL. Bureau of Employment Security. Booklet. 1967. 23 pp. 15 cents. Discusses degree requirements, kinds of work, and employers common to each of 24 different academic fields.

*LIBRARY SCIENCE OCCUPATIONS. USDL. Bureau of Employment Security. Pamphlet. 1966. 58 pp. 30 cents. Surveys 23 occupations related to library science. Relates job descriptions, applicant requirements, and worker traits. Includes a bibliography and listings of library associations, schools, and periodicals.

*MENTALLY RETARDED, OCCUPATIONS IN THE CARE AND REHABILITATION OF THE. USDL. Bureau of Employment Security. Pamphlet. 1966. 76 pp. 35 cents. Presents descriptions, educational requirements, and worker traits of 27 occupations dealing with the care and rehabilitation of the mentally retarded. Deals with those occupations that require special training and those that involve substantial contact with the retarded and their problems.

*NURSE, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1609. Leaflet. (PHS). 1967. Free. Gives background information on the Service and the challenges of a PHS nursing career. The various nursing assignments, career rewards, career development possibilities, and application information, including address for requesting forms, is given. The Commissioned Corps and Civil Service employment systems are explained.

*NURSING CAREERS IN MENTAL HEALTH. USDHEW. Public Health Service. Publication No. 1051. Booklet. 1968. 16 pp. 15 cents. Tells of opportunities in the area of psychiatric-mental health nursing and outlines programs supported by the National Institute of Mental Health.

*NUTRITIONIST...DIETITIAN, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1721. Leaflet. (PHS). 1967. Free. Dietetic and nutrition programs within the Service are described, including the kinds of activities and positions available for each profession. Qualification for appointment to both the Commissioned Corps and the Civil Service systems is explained. Training programs offered for both professional groups are discussed and the address is given for requesting information or application forms.

*OCCUPATIONAL THERAPIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1668. Leaflet. (PHS). 1967. Free. Outlines the challenges of a Public Health Service career and describes the assignment possibilities for occupational therapists in the various PHS programs. Details are given on professional development programs, locations of positions, qualification requirements, Commissioned Corps and Civil Service employment systems, and where to request application forms.

*PHARMACIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1648. Leaflet. (PHS). 1967. Free. Leaflet outlines the challenges of a Public Health Service career, possible assignments, career advancement potential, and job locations for pharmacists. In addition, information is given on the Commissioned Corps of the Public Health Service, selective service obligations, requirements for appointment, and the rewards of a PHS career. Address is given for requesting application forms.

*PHYSICAL THERAPIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1661. Leaflet. (PHS). 1967. Free. The programs and services requiring physical therapists in the Public Health Service are outlined in this leaflet. Location of opportunities and professional development programs are also described. Information is given on eligibility requirements, Commissioned Corps and Civil Service employment systems, and how to request application forms.

*PHYSICIAN, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1731. Leaflet. (PHS). 1967. Free. Outlines the varied opportunities for physicians in the Public Health Service and includes a listing of the medical specialties needed in the different programs. Several career development programs, including internship and residency training, are described. Employment under both the Commissioned Corps and the Civil Service systems is explained and an address is given for requesting further information or application forms.

*PRACTICAL NURSING IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 10-52. (VA). 1967. 11 pp. Free. See page 32 for annotation.

PROFESSIONAL AND SUPPORTING PERSONNEL. A Reprint From The Manpower Report Of The President. USDL. Manpower Administration. (MA). 1967. 29 pp. Free. Discusses manpower needs and supply in the professions, particularly in the fields of science, engineering, teaching, social work, and health manpower.

*PSYCHIATRY, IN THE U.S. PUBLIC HEALTH SERVICE, CAREERS IN. USDHEW. Public Health Service. Publication No. 1199. Booklet. 1968. 25 pp. 25 cents. Describes the National Institute of Mental Health's career development program for psychiatrists. Provides information on how a physician or psychiatrist can enter the program, the courses of study and residency, and lists psychiatric career opportunities in the Public Health Service.

*REVENUE AGENT, THE. USDT. Internal Revenue Service. Document No. 5027. (IRS). 1968. 16 pp. Free. See page 31 for annotation.

*REVENUE OFFICER, THE. USDT. Internal Revenue Service. Document No. 5028. (IRS). 1968. 16 pp. Free. See page 31 for annotation.

*SCIENCE AND ENGINEERING CAREERS IN GOVERNMENT. USCSC. Booklet. 1967. 22 pp. 30 cents. See page 22 for annotation.

SCIENCE MANPOWER, 1964, AMERICAN. NSF. Report 66-29. 1966. 219 pp. $1.25. Reports characteristics of American scientists based on the National Register of Scientific and Technical Personnel. Presents information on a wide range of characteristics, including education, employment, salaries, and geographic location of U.S. scientists. Contains detailed statistical tables.

SCIENTIFIC AND TECHNICAL MANPOWER RESOURCES: SUMMARY INFORMATION ON EMPLOYMENT, CHARACTERISTICS, SUPPLY, AND TRAINING. NSF. Book No. NSF 64-28. 1964. 184 pp. $1.25. Provides facts on the supply, employment utilization, characteristics, compensation, and education of scientists, engineers, and technicians. Describes the economic background and growth of science and technology; gives occupational, educational, and functional breakdowns of employment; and examines the backgrounds, personal characteristics, education, training, and demand for scientific and technical manpower.

*SCIENTIST, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 41. Leaflet. (PHS). 1967. Free. Gives background information on the mission and challenges of a Public Health Service career for scientists. Health programs, position locations, career opportunities, and application information for Commissioned Corps and Civil Service are explained. An address is given for requesting application forms and information.

SCIENTISTS, ENGINEERS, AND TECHNICIANS IN THE 1960'S. Prepared for the National Science Foundation by the USDL. Bureau of Labor Statistics. NSF 63-64. Booklet. 1964. 68 pp. 45 cents. Assesses the scientific, engineering, and technician manpower requirements and supply in the 1960's and discusses the implications of the demand and supply projections made for this group.

*SECRETARIES, OVERSEAS OPPORTUNITIES FOR. USDS. Booklet. (USDS). 1967. Free. See pages 30, 32 for annotation.

*SECRETARIES, STENOGRAPHERS, AND TYPISTS IN WASHINGTON, D.C., OPPORTUNITIES FOR. USDS. Leaflet. (USDS). 1967. Free. See page 30 for annotation.

"SKILLED WORKERS, 1965-75, ESTIMATED NEED FOR." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* April 1966. Reprint No. 2491. (BLS). Free. Presents an analysis of the needs for skilled workers in selected craft occupations. Counts both the growth in employment requirements and openings created from retirements and deaths. Includes discussions of projections by industry. Presents information on the training of skilled workers.

*SOCIAL WORKER, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1697. Leaflet. (PHS). 1967. Free. Contains background information on the Public Health Service and the career challenges for the social worker in the Service. Programs at the various PHS facilities are described and information is given on locations, eligibility, and appointment under Commissioned Corps and Civil Service employment systems. An address is given for requesting further information and application forms.

*SPACE SCIENCE AND TECHNOLOGY, SEVEN STEPS TO A CAREER IN. NASA. Report EP-33. 1966. 62 pp. 45 cents. Contains information about the space industry and the world of work. Also presents an overview of career choices related to opportunities in space science, engineering, and technology.

*STATISTICS WITH THE NATIONAL CENTER FOR HEALTH STATISTICS, A CAREER IN. USDHEW. Public Health Service. Publication No. 1034. (PHS). 1965. 22 pp. Free. See page 27 for annotation.

*TAX EXAMINER, THE ESTATE. USDT. Internal Revenue Service. Document No. 5389. (IRS). 1968. 16 pp. Free. See page 31 for annotation.

*TAX LAW SPECIALIST. USDT. Internal Revenue Service. Document No. 5549. (IRS). 1967. 12 pp. Free. See page 31 for annotation.

*TAX TECHNICIAN, THE. USDT. Internal Revenue Service. Document No. 5431. (IRS). 1968. 16 pp. Free. See page 31 for annotation.

*TAX WORK, CAREERS IN. USDT. Internal Revenue Service. Document No. 5402 (Request from IRS District Office). 1967. 14 pp. Free. See page 31 for annotation.

*TEACHING AS A CAREER. USDHEW. Office of Education. OE-26014-A. Pamphlet No. 122. 1965. 31 pp. 20 cents. Offers information on the many opportunities for service in education. Includes information on opportunities in the Peace Corps and teaching at the university level.

*TECHNICAL OCCUPATIONS, CAREERS IN. USDHEW. Office of Education. OE-80032. Leaflet. 1965. 5 cents. Describes the duties of and opportunities for work as a technician. Tells where to go for further information.

TECHNICIAN MANPOWER: REQUIREMENTS, RESOURCES, AND TRAINING NEEDS. USDL. Bureau of Labor Statistics. Bulletin 1512. 1966. 111 pp. 60 cents. Describes the work of technicians in fields such as engineering, the life sciences, and others. Gives information on the employment and special characteristics of technicians and their training requirements. Supply and demand projections are made for technicians from 1963 to 1975.

*TREASURY ENFORCEMENT AGENT. USDT. Law Enforcement Agencies. Document No. 5515. (USDT). 1968. 24 pp. Free. See page 31 for annotation.

*VETERINARIAN, CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1679. Leaflet. (PHS). 1967. Free. Outlines the challenges and rewards of a Public Health Service career, locations of possible assignments, qualifications for appointment in either the Commissioned Corps or the Civil Service employment systems. Information is included for requesting application forms.

*VETERINARIANS, IN THE U.S. DEPARTMENT OF AGRICULTURE, CAREER OPPORTUNITIES FOR. USDA. Miscellaneous Publication No. 1018. 1967. 16 pp. 15 cents. See page 22 for annotation.

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The Small Business Administration publishes a series of booklets showing how to start and manage a small business. These booklets are designed to help prospective owner-managers decide whether they would be capable business managers, and to supply basic information about management. Several examples of specific questions answered in each booklet are how to start a business, how to buy a going concern, where to locate a business, and how to keep up with developments in the field.

*STARTING AND MANAGING A SMALL BUSINESS OF YOUR OWN. SBA. Vol. 1. 1962. 49 pp. 25 cents.

*STARTING AND MANAGING A SMALL BOOKKEEPING SERVICE. SBA. Vol. 4. 1962. 64 pp. 30 cents.

*STARTING AND MANAGING A SMALL BUILDING BUSINESS. SBA. Vol. 5. 1962. 102 pp. 35 cents.

*STARTING AND MANAGING AN AVIATION FIXED BASE OPERATION. SBA. Vol. 6. 1963. 52 pp. 25 cents.

*STARTING AND MANAGING A SMALL MOTEL. SBA. Vol. 7. 1963. 70 pp. 30 cents.

*STARTING AND MANAGING A SMALL DUPLICATING AND MAILING SERVICE. SBA. Vol. 8. 1963. 55 pp. 25 cents.

*STARTING AND MANAGING A SMALL RESTAURANT. SBA. Vol. 9. 1964. 116 pp. 45 cents.

*STARTING AND MANAGING A SMALL RETAIL HARDWARE STORE. SBA. Vol. 10. 1965. 73 pp. 30 cents.

*STARTING AND MANAGING A SMALL RETAIL DRUGSTORE. SBA. Vol. 11. 1966. 103 pp. 40 cents.

*STARTING AND MANAGING A SMALL DRYCLEANING BUSINESS. SBA. Vol. 12. 1966. 80 pp. 35 cents.

*STARTING AND MANAGING A SMALL AUTOMATIC VENDING BUSINESS. SBA. Vol. 13. 1967. 70 pp. 30 cents.

*STARTING AND MANAGING A SMALL CAR WASH BUSINESS. SBA. Vol. 14. 1967. 76 pp. 35 cents.

The Small Business Administration also publishes booklets entitled Small Business Bibliographies, which briefly discuss training programs, educational requirements, and some recent trends in relevant businesses and occupations. These booklets also provide a list of excellent government and nongovernment sources of further information. Three examples are:

*HOUSE-TO-HOUSE SELLING. SBA. No. 39. (SBA). 1964. 8 pp. Free.

*TRAINING COMMERCIAL SALESMEN. SBA. No. 56. (SBA). 1965. 8 pp. Free.

*TRAINING RETAIL SALESPEOPLE. SBA. No. 23. (SBA). 1963. 8 pp. Free.

Industry Manpower Studies

AMERICA'S INDUSTRIAL AND OCCUPATIONAL MANPOWER REQUIREMENTS, 1964-1975. *The Outlook for Technological Change and Employment,* pp. 9-187. Appendix volume I of the report by the National Commission on Technology, Automation, and Economic Progress. Study prepared for the National Commission by the USDL. Bureau of Labor Statistics. 1966. 373 pp. $2.25. See page 11 for annotation.

ATOMIC ENERGY FIELD, EMPLOYMENT IN THE. AEC. Occupational Survey. 1962. 43 pp. 35 cents. Presents the results of an employment survey of industrial establishments and agencies of the Federal Government engaged in atomic energy work in January 1962. Discusses work in atomic energy, geographic distribution of employment, and distribution of employment by occupation. (A similar updated report will be available in late 1968.)

CIVIL AVIATION, EMPLOYMENT REQUIREMENTS AND CHANGING OCCUPATIONAL STRUCTURE IN. USDL. Bureau of Labor Statistics. Bulletin 1367. 1964. 55 pp. 40 cents. Studies employment in civil aviation, particularly occupational patterns and trends. Presents projections to 1970 for civil aviation employment as a whole, and for its three major divisions–airlines, general aviation, and the FAA and CAB. Contains a bibliography.

ELECTRONICS MANUFACTURING, EMPLOYMENT OUTLOOK AND CHANGING OCCUPATIONAL STRUCTURE IN. USDL. Bureau of Labor Statistics. Bulletin 1363. 1963. 61 pp. 40 cents. Estimates employment in electronics manufacturing for 1958-1961 and projects manpower requirements to 1970. Manpower information is presented by major product category. Contains a bibliography.

FARM EMPLOYMENT AND TRAINING NEEDS, TRENDS IN. USDL. Manpower Administration. Manpower Report 3. (MA). 1962. 4 pp. Free. Discusses farm population and employment trends. Emphasizes the anticipated effects of technological improvements on employment prospects.

*FORESTRY, CAREERS IN. USDA. Forest Service. Miscellaneous Publication No. 249. 1965. 22 pp. 15 cents. Deals primarily with careers in forestry which call for professional training. Presents information on the nature of forestry work, the requirements for success, types of employers in the forestry industry, and future expectations.

GOVERNMENT, EMPLOYMENT TRENDS AND MANPOWER REQUIREMENTS IN. USDL. Manpower Administration. Manpower Report 9. (MA). 1963. 11 pp. Free. Examines trends in Federal, State, and local government civilian employment. Surveys future manpower needs in the public service.

HEALTH MANPOWER 1966-75: A STUDY OF REQUIREMENTS AND SUPPLY. USDL. Bureau of Labor Statistics. Report 323. (BLS). 1967. 50 pp. Free. See page 13 for annotation.

HEALTH SERVICE INDUSTRY 1965-75, TECHNOLOGY AND MANPOWER IN THE. USDL. Manpower Research Bulletin 14. (MA). 1967. 109 pp. Free. Presents information on technological developments affecting manpower in the health service industry. Discusses past trends in employment and manpower needs for the health services over 1965-75.

PROJECTIONS 1970: INTERINDUSTRY RELATIONSHIPS; POTENTIAL DEMAND; EMPLOYMENT. USDL. Bureau of Labor Statistics. Bulletin 1536. 1966. 155 pp. $1. Projects employment for wage and salary workers by industry to 1970. Discusses potential demand, interindustry relationships, and employment under alternative assumptions on the rates and patterns of economic growth.

STATE AND LOCAL GOVERNMENTS, MANPOWER IN, 1965 AND 1975. USDL. Bureau of Labor Statistics. (BLS). 1966. Free. Reports on current and future manpower requirements in State and local governments. Describes expenditures and employment from 1955 to 1965 and presents projections for 1965-75. Discusses the impact of technological change on employment.

TELEPHONE INDUSTRY 1965-75, TECHNOLOGY AND MANPOWER IN THE. USDL. Manpower Administration. Manpower Research Bulletin 13. (MA). 1966. 53 pp. Free. Presents information on the manpower characteristics of the telephone industry. Examines the impact of new technology on employment and presents projections of manpower requirements in 1975.

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Surveys of the manpower situation in selected industries are conducted by the U.S. Department of Labor's Bureau of Employment Security. Survey reports usually describe industry employment trends and current labor needs, by region, State, and labor areas. Changing occupational patterns in industries are sometimes discussed. Summaries of these reports are published in *Employment Service Review,* a monthly publication; separate reprints are also available. Single reproduced copies of those surveys which are out of print are also available upon request from the Bureau of Employment Security.

AEROSPACE EMPLOYMENT. USDL. Bureau of Employment Security. Industry Manpower Survey No. 112. (BES). 1965. 18 pp. Out of Print.

BITUMINOUS COAL MINING. USDL. Bureau of Employment Security. Industry Manpower Survey No. 106. (BES). 1963. 18 pp. Out of Print.

BLAST FURNACES, STEELWORKS, AND ROLLING MILLS. USDL. Bureau of Employment Security. Industry Manpower Survey No. 113. (BES). 1967. 16 pp. Free.

DEPARTMENT STORES. USDL. Bureau of Employment Security. Industry Manpower Survey No. 109. (BES). 1964. 14 pp. Free.

FOOTWEAR. USDL. Bureau of Employment Security. Industry Manpower Survey No. 104. (BES). 1962. Out of Print.

MACHINE TOOLS. USDL. Bureau of Employment Security. Industry Manpower Report 110. (BES). 1964. 16 pp. Free.

MEATPACKING. USDL. Bureau of Employment Security. Industry Manpower Report 108. (BES). 1964. 28 pp. Out of Print.

MISSILES, SPACECRAFT, AND AIRCRAFT. USDL. Bureau of Employment Security. Industry Manpower Report 105. (BES). 1963. Free.

TELEPHONE COMMUNICATION. USDL. Bureau of Employment Security. Industry Manpower Report 103. (BES). 1962. Out of Print.

TIRES AND TUBES. USDL. Bureau of Employment Security. Industry Manpower Report 107. (BES). 1964. 18 pp. Out of Print.

State and Local Area Information

A great deal of information on occupations and employment opportunities is published by State employment security agencies. These State agencies prepare two principal types of studies–area skill surveys and occupational guides. One or more such studies have been published by 50 State agencies since 1957. State agencies also publish special studies that deal with future manpower supply, characteristics of the work force, changes in State and area economics, and the employment structure of industries.

Area skill surveys analyze current and future occupational requirements in individual labor areas. Survey data provide a basis for anticipating the occupational needs of area industry and estimating the supply of qualified manpower. Some specific topics covered by most area skill surveys are: The occupational composition of current employment, by sex and broad age groups; future occupational requirements–usually 2 to 5 years hence; current occupational supply and demand situations; the supply of workers expected to be trained over the forecast period; information on apprenticeship and other training programs; the number of workers in training; and employer opinion regarding the need for pre-employment or supplementary vocational training.

Occupational guides contain information on job duties; employment prospects; working conditions; entry methods; advancement opportunities; hours and earnings; and education, training, and experience requirements for individual occupations or groups of related occupations. Occupations selected for analysis usually are those important to local industries, or those of interest to particular groups, such as young workers.

Special manpower and labor area studies cover a wide variety of subjects, including: (1) manpower projections, (2) studies of State and area economics, (3) studies of labor force characteristics, e.g., age, sex, racial composition, and (4) industry analyses.

Counselors should request lists and copies of published reports from the reports and analysis section of the individual State agencies. Also, the U.S. Department of Labor's Bureau of Employment Security has two free publications designed to promote wider acquaintance with and increased utilization of labor information issued by State employment security agencies. These publications are: (1) *Guide to Local Occupational Information,* which lists occupational guides and area skill surveys issued by State agencies through mid 1966; and (2) *Job Opportunities Information,* which lists occupational guides and skill surveys currently in process.

Examples of studies done by State employment security agencies are listed below:

*ARIZONA OCCUPATIONAL BRIEFS. Arizona State Employment Service, Manpower Economics Section, Phoenix, Arizona 85005. 1967. 215 pp. Free. Provides counselors and young people with brief and concise occupational information statements that can be used to assist and guide the decisionmaking process. The briefs describe the changing composition of occupations and fields of work as they exist in Arizona and the United States.

*COMPUTER OPERATOR. State of New Jersey, Department of Labor and Industry, Division of Employment Security, Bureau of Research and Statistics, Labor and Industry Building, Trenton, New Jersey 08625. Job Guide No. 35. 1967. 10 pp. Free. One of a series of publications on specific occupations designed for use by students of high school age, employment service personnel, school guidance counselors, and others interested in the occupation. Presents information on the nature of work, related occupations, where employed, physical and mental requirements, working conditions, training and advancement, outlook, organizations related to the job and places to go for more information.

EMPLOYMENT IN PRINTING AND PUBLISHING–NEW YORK CITY. New York State Department of Labor, Division of Employment, Research and Statistics Office, State Office Building Campus, Albany, New York 12201. 1967. 24 pp. Free. Describes with charts and tables, the employment composition of the printing and publishing industry in New York City. Compares the printing and publishing industry in the United States, New York State, and Chicago. Also compares printing and publishing employment and manufacturing and nonmanufacturing employment.

EMPLOYMENT OUTLOOK FOR SELECTED OCCUPATIONS IN NORTH CAROLINA, 1966-1970. Employment Security Commission of North Carolina, Bureau of Employment Security Research, P.O. Box 589, Raleigh, North Carolina 27602. 1966. 66 pp. Free. Studies job opportunities and training needs for 107 occupations in 33 industries in North Carolina. Includes an economic profile for North Carolina; and employment outlook by industry, by occupation, and by area.

*MOTOR VEHICLE OPERATOR OCCUPATIONS. Utah Job Guide. Utah Department of Employment Security, 1974 Social Hall Avenue, Salt Lake City, Utah 84111. 1967. 21 pp. Free. Reports requirements and opportunities in ten motor-vehicle operator occupations for Utah. Individual job guides are presented for routeman, farm equipment operator, dump truckdriver, tank truckdriver, tractor-trailor truckdriver, light truckdriver, taxicab driver, bus driver, industrial truck operator, and tractor operator.

THE MANPOWER RESOURCES OF THE PORTLAND METROPOLITAN AREA. Oregon Department of Employment, Room 403, Labor and Industries Building, Salem, Oregon 97310. 1966. 64 pp. Free. Presents a tabulation and analysis of the manpower resources and manpower needs of the Portland Metropolitan area.

THIS IS O'BRIEN COUNTY: A MANPOWER REPORT. Iowa Employment Security Commission, Community Development Section, 100 East Grand Avenue, Des Moines, Iowa 50309. 1966. 19 pp. Free. Reports on current and potential manpower resources for O'Brien County, Iowa. Also gives information on the economic resources of the county.

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For specific information about jobs in individual States or local areas, counselors should consult the following government agencies: (1) State employment service offices and (2) State apprenticeship agencies. The State employment service and its local offices have a list of hard-to-fill job vacancies compiled from Bureau of Employment Security interarea clearance lists. Such lists are valuable in locating job openings. State apprenticeship agencies can provide useful information about training opportunities and requirements in many skilled occupations.

The U.S. Department of Labor's Bureau of Employment Security, publishes a bimonthly report called *AREA TRENDS IN EMPLOYMENT AND UNEMPLOYMENT*. This publication reports on the adequacy of labor supply for 150 major labor areas and a number of smaller ones. Each area is classified into 1 of 6 categories ranging from labor shortage to high unemployment. Also presents a roundup of area labor developments, and employment outlook for selected industries and occupations.

AREA TRENDS IN EMPLOYMENT AND UNEMPLOYMENT. USDL. Bureau of Employment Security. Bimonthly Publication. (BES). Free.

Job Descriptions

Rapidly changing technology creates many new jobs and destroys many others. Also important, however, are the influences of technological advances on job content and, therefore, on the training requirements of occupations. Changes in job content are often obscured because job titles remain unchanged.

Job descriptions are available in various types of government publications, including many job guides and wage surveys. Some State governments publish handbooks of occupational briefs, which describe those jobs important to the State's economy. *The Dictionary of Occupational Titles,* popularly called "THE D.O.T." is an encyclopedia of job definitions and related information.

DICTIONARY OF OCCUPATIONAL TITLES, 3d Edition.

VOLUME I. DEFINITIONS OF TITLES. USDL. Bureau of Employment Security. 1965. 809 pp. $5. Alphabetically lists over 36,000 different occupational titles. Defines and identifies by code number almost 23,000 separate occupations.

VOLUME II. OCCUPATIONAL CLASSIFICATION AND INDUSTRY INDEX. USDL. Bureau of Employment Security. 1965. 656 pp. $4.25. Presents the occupational classification structure developed by the U.S. Employment Service, which is arranged under two systems. The first system groups jobs in numerical order according to some combination of work field, purpose, material, product, generic terms, and industry. The second system groups jobs according to a combination of required general educational development, specific vocational preparation, aptitudes, interests, temperaments, and physical demands. Lists all titles by industry.

SELECTED CHARACTERISTICS OF OCCUPATIONS–A SUPPLEMENT TO THE DICTIONARY OF OCCUPATIONAL TITLES. USDL. Bureau of Employment Security. 1966. 280 pp. $2.75. Presents information on physical demands, working conditions, and training time for each job defined in the *Dictionary of Occupational Titles.*

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Other specific sources of job descriptions include:

A DIRECTORY OF COMMUNITY WAGE SURVEYS 1948 - JUNE 1966. USDL. Bureau of Labor Statistics. (BLS). 1966. 32 pp. Free. A directory of occupational wage and supplementary benefits surveys conducted each year for major labor areas. Each survey report includes job descriptions for occupations included in the survey. See page 71 for additional information on community wage surveys.

*ARIZONA OCCUPATIONAL BRIEFS. Arizona State Employment Service, Manpower Economics Section, Phoenix, Arizona 85005. 1967. 215 pp. Free. See page 19 for annotation.

*JOB GUIDE FOR YOUNG WORKERS, 1963-64 Edition. USDL. Bureau of Employment Security. 1963. 78 pp. 45 cents. See page 66 for annotation.

*OCCUPATIONAL OUTLOOK HANDBOOK, 1968-69 Edition. USDL. Bureau of Labor Statistics. Bulletin 1550. 1968. 858 pp. $4.25. See page 4 for annotation.

Careers in the Federal Government

Many Federal agencies publish materials that provide information on career opportunities related to their activities. Examples of such publications are listed below. Counselors and students desiring information on employment in particular agencies should contact them directly. Information on qualifications for specific occupations can be obtained from the U.S. Civil Service Commission. Some State and local government agencies also publish information on career opportunities in their agencies. (See also: Summer Jobs, page 68; and Women and Girls, page 62).

FEDERAL GOVERNMENT JOBS IN THE UNITED STATES

U.S. Civil Service Commission

*ENGINEERS, SCIENTISTS, AND RELATED PROFESSIONAL POSITIONS. USCSC. Examination Announcement No. 415. (USCSC). 1967. 8 pp. Free. Contains information on the advantages and benefits of the Federal Service. Describes requirements for beginning grades of GS-5 and GS-7; the basis of rating and eligibility listings; and application procedures.

*FEDERAL CAREER DIRECTORY: A GUIDE FOR COLLEGE STUDENTS. USCSC. Booklet. 1966. 88 pp. 55 cents. Describes many occupations in the Federal Government that are open to college students. Provides information on the Federal Service Entrance Examination, how jobs are filled, starting salaries, agency training programs, and how to apply for jobs. Discusses the programs of many of the Federal agencies and related career opportunities. A final section presents job briefs that give information on the nature of work, qualifications required, and career opportunities. The job briefs are indexed by position title, and college major.

*OPPORTUNITIES IN TRADES AND CRAFTS WITH THE FEDERAL GOVERNMENT. USCSC. Pamphlet No. 58. (USCSC). 1964. Free. Tells how to locate U.S. Government jobs in the trades and crafts and how to apply for them.

*SCIENCE AND ENGINEERING CAREERS IN GOVERNMENT. USCSC. Booklet. 1967. 22 pp. 30 cents. Gives employment and application information on Federal science and engineering careers. Presents over 50 job briefs that explain the work, qualifications required, and career opportunities in these positions.

*SUMMER JOBS IN FEDERAL AGENCIES. USCSC. Examination Announcement No. 414. (USCSC). (revised each year). Free. See page 68 for annotation.

*WORKING FOR THE U.S.A. USCSC. Pamphlet No. 4. 1967. 22 pp. 15 cents. Describes job applications, examinations, eligibility factors, and the general requirements for civil service positions. Explains many of the employment features, including pay, hours, advancement, incentive awards, insurance, and retirement.

U.S. Department of Agriculture

*CAREER OPPORTUNITIES FOR VETERINARIANS IN THE U.S. DEPARTMENT OF AGRICULTURE. USDA. Miscellaneous Publication No. 1018. 1967. 16 pp. 15 cents. Gives a brief description of the various activities, advantages, and opportunities for veterinarians with the U.S. Department of Agriculture. Presents summer employment possibilities and sources of additional career information.

*PROFILES: CAREERS IN THE U.S. DEPARTMENT OF AGRICULTURE. USDA. 1964. $2. Presents a comprehensive view of the many careers with the Department. Includes sections on employment procedures, benefits, and salaries. Describes the relation of college studies to jobs in the Department.

Agricultural Research Service

The U.S. Department of Agriculture's Agricultural Research Service publishes a number of pamphlets giving information on scientific careers in various fields. Generally each gives a description of the work, principal fields of research, benefits, and salaries.

*SCIENTIFIC CAREERS IN CROPS RESEARCH. USDA. Agricultural Research Service. Miscellaneous Publication No. 903. (ARS). 1966. Free.

*SCIENTIFIC CAREERS IN PLANT PEST CONTROL. USDA. Agricultural Research Service. Miscellaneous Publication No. 854. (ARS). 1967. Free.

*SCIENTIFIC CAREERS IN PLANT QUARANTINE ENFORCEMENT. USDA. Agricultural Research Service. Miscellaneous Publication No. 853. (ARS). 1967. Free.

Farmers Home Administration

*A CAREER WITH THE FARMERS HOME ADMINISTRATION. USDA. Farmers Home Administration. Booklet. (USDA). 1966. Free. Explains the work of the Farmers Home Administration and the qualifications needed for professional agricultural position with this organization. Also lists various fringe benefits and salary information.

Federal Extension Service

*YOUR CAREER AS AN EXTENSION AGENT. USDA. Federal Extension Service. Miscellaneous Publication No. 972. Pamphlet. (USDA). 1964. Free. Discusses duties, qualifications, opportunities, and salaries. Provides sources of additional information.

Forest Service

*CAREERS IN RESEARCH FORESTRY. USDA. Forest Service. (USDA). 1966. 7 pp. Free. Contains recruitment information for the position of Research Forester and Forest Products Technologist. Also describes the work, location of positions, and education and experience requirements.

*OPPORTUNITY IN FOREST SERVICE MANAGEMENT CAREERS. USDA. Forest Service. Booklet. (USDA). 1966. 32 pp. Free. Explains the work of the Forest Service and describes its business administration oriented opportunities. Also contains information on salary, training, fringe benefits, and how to apply for business management positions.

*THE FOREST SERVICE ENGINEER. USDA. Forest Service. Booklet. 1963. 32 pp. 40 cents. Explains the functions of the Forest Service especially as they apply to engineering specialties. Tells what it takes to become a Forest Service engineer and the benefits which accrue to them.

*WOMEN'S WORK IN THE FOREST SERVICE. USDA. Forest Service. Miscellaneous Publication No. 1058. 1967. 6 pp. 5 cents. Gives background information on the Forest Service especially as it applies to jobs for women. Describes the types of jobs available to women and tells of the advantages of working for the Forest Service.

Rural Electrification Administration

*CAREERS FOR SENIORS MAJORING IN BUSINESS ADMINISTRATION, ACCOUNTING, OR ECONOMICS. USDA. Rural Electrification Administration. Booklet. (USDA). 1967. 5 pp. Free. Explains the work of the Rural Electrification Administration, and lists the requirements, benefits, and advancement opportunities available to qualified applicants under the REA Operations Trainee Program.

*ELECTRICAL ENGINEERING, TELEPHONE ENGINEERING CAREERS. USDA. Rural Electrification Administration. Booklet. (USDA). 1967. 8 pp. Free. Explains the functions of engineers in the Rural Electrification Administration and presents information on training, salary, advancement, and other benefits for engineers in the REA.

Soil Conservation Service

The U.S. Department of Agriculture's Soil Conservation Service publishes a number of pamphlets giving information on careers. Generally each gives a designation of the work, training requirements, benefits, and salaries.

*AN ENGINEERING CAREER FOR YOU IN THE SOIL CONSERVATION SERVICE. USDA. Miscellaneous Publication No. 715. 1965. 10 cents.

*A SOIL SCIENCE CAREER FOR YOU IN THE SOIL CONSERVATION SERVICE. USDA. Miscellaneous Publication No. 716. 1965. 5 cents.

*CAREERS IN THE SOIL CONSERVATION SERVICE. USDA. Miscellaneous Publication No. 71[illegible]. 1967. 10 cents.

*STUDENTS . . . START YOUR CAREER IN THE SOIL CONSERVATION SERVICE BEFORE YOU GRADUATE. USDA. Miscellaneous Publication No. 714. 1966. 5 cents.

U.S. Atomic Energy Commission

*UNITED STATES ATOMIC ENERGY COMMISSION, EMPLOYMENT WITH THE. AEC. Division of Personnel. Pamphlet. (AEC). 1966. 25 pp. Free. Provides information to assist interested candidates in exploring career opportunities with the AEC.

*UNITED STATES ATOMIC ENERGY COMMISSION: OPPORTUNITIES FOR CHALLENGING CAREERS. AEC. Division of Personnel. Pamphlet. (AEC). 1966. 20 pp. Free. Lists the functions and locations of the major AEC offices, the various intern programs for college graduates, and career development opportunities. Discusses salaries, benefits, and other employment information.

Central Intelligence Agency

*CENTRAL INTELLIGENCE AGENCY. CIA. Booklet. (CIA). 1967. 12 pp. Free. Describes the work of the CIA and discusses the characteristics of a career in the Agency. Gives information on means to employment; lists academic fields of particular interest to the CIA and some typical duties of CIA employees.

U.S. Department of Commerce

*CAREER OPPORTUNITIES IN DOMESTIC AND INTERNATIONAL BUSINESS. USDC. Booklet. (USDC). 1967. Free. Discusses the different positions available with the U.S. Department of Commerce's Division of Domestic and International Business. Presents information on responsibilities and qualifications needed, and gives places where further information can be obtained. Covers fields of employment in which foreign service may be involved.

*CHALLENGING OPPORTUNITIES IN THE U.S. DEPARTMENT OF COMMERCE. USDC. Pamphlet. (USDC). 1967. 16 pp. Free. Surveys the various bureaus and offices of the Department and lists the occupational opportunities in each according to major career fields. Lists, for each bureau and office, the location of jobs and where to write for further information.

*68 CAREER FIELDS IN THE U.S. DEPARTMENT OF COMMERCE. USDC. Booklet. 1968. 100 pp. 70 cents. Gives a comprehensive view of occupational opportunities in the Department. Includes information on the relationship of academic areas to positions in the Department; and provides summary descriptions of occupations, including duties, training programs, and how to apply.

Bureau of the Census

*CAREERS IN THE CENSUS BUREAU. USDC. Bureau of the Census. Pamphlet. (BC). 1966-67. Free. Briefly discusses the programs and work of the Bureau and occupational opportunities. Gives list of steps to be taken if interested in a Census Bureau career.

Environmental Science Services Administration

*BUILDING TOMORROW'S WEATHER SYSTEMS: CAREER OPPORTUNITIES FOR ENGINEERS AND PHYSICISTS. USDC. Environmental Science Services Administration. Pamphlet. 1964. 14 pp. 25 cents. Defines the Weather Bureau's functions and career opportunities for engineers and physicists in the fields of radar, radio direction finding, automation, telemetry, infrared humidity absorption, optical design, TV and radio communications, and digital and analog computers. Briefly lists employee benefits.

*EMPLOYMENT OPPORTUNITIES IN DYNAMIC METEOROLOGY AND APPLIED MATHEMATICS. USDC. Environmental Science Services Administration. (ESSA). 1967. 2 pp. Free. Describes opportunities in dynamic meteorology and applied mathematics at ESSA's National Environmental Satellite Center, where data from earth-orbiting satellites are being used to increase man's understanding of the physical environment.

*EMPLOYMENT OPPORTUNITIES IN THE U.S. WEATHER BUREAU. USDC. Environmental Science Services Administration. (ESSA). 1968. 2 pp. Free. Lists career opportunities in the ESSA Weather Bureau for university-trained meteorologists.

*SCIENCE AND SERVICE: A CAREER IN THE ESSA COMMISSIONED OFFICER CORPS. USDC. Environmental Science Services Administration. (ESSA). 1967. 12 pp. Free. Explains the work of ESSA and lists the qualifications necessary for appointment to ESSA's commissioned officer corps. Lists the duties of the officer and the benefits associated with his job. Gives sources of further information.

*THRESHOLD: ESSA. USDC. Environmental Science Services Administration. (ESSA). 1967. 8 pp. Free. Describes the activities of ESSA and its components, as well as the activities of ESSA's physicists, geophysicists, oceanographers, meteorologists, hydrologists, engineers, geodesists, mathematicians, photogrammetrists, and cartographers. Briefly describes employment benefits and provides an employment inquiry form.

National Bureau of Standards

*ADMINISTRATIVE INTERN PROGRAM. USDC. National Bureau of Standards. Pamphlet. (NBS). 1967. Free. Describes opportunities for recent college graduates in the budget, management, personnel, and procurement aspects of administration.

*CAREERS IN SCIENCE. USDC. National Bureau of Standards. Pamphlet. (NBS). 1968. Free. Explains the scientific research programs at the National Bureau of Standards and the employment opportunities available to scientists and engineers.

*OPPORTUNITIES FOR HIGH SCHOOL AND BUSINESS SCHOOL GRADUATES. USDC. National Bureau of Standards. Pamphlet. (NBS). 1966. Free. Lists opportunities available in the National Bureau of Standards for clerical workers.

*SCIENTIFIC ASSISTANT CAREERS. USDC. National Bureau of Standards. Pamphlet. (NBS). 1968. Free. Describes employment opportunities in science and engineering for graduates of high school and junior college, and veterans of military service.

U.S. Department of Defense

*DEPARTMENT OF DEFENSE EMPLOYMENT INFORMATION. USDD. Office of the Secretary. Leaflet. (OSD). 1965. 4 pp. Free. Provides information about application procedures and addresses for employment in Washington, D.C., service in the field, and for overseas employment. Briefly discusses examinations and methods of obtaining employment with Department of Defense contractors.

*EXECUTIVE TRAINEE PROGRAM. USDD. Office of the Secretary. Leaflet. (OSD). 1966. 3 pp. Free. Describes the executive trainee program for college graduates. Comments on pay, trainee work assignments, and permanent work assignments.

Military Service

Each branch of the military service publishes career handbooks that describe occupations and training programs for enlisted men. The individual occupational briefs usually include a section that relates military to civilian occupations. The handbooks contain information on pay, allowances, advancement opportunities, and women in the services. Other publications describe the service academies, officer training programs, and individual occupational fields.

Military forces publications are available at local military recruiting offices and most public and school libraries.

U.S. Air Force

*PILOTS AND NAVIGATORS STAND TALL ON THE AEROSPACE TEAM. (USAF). 1966. 16 pp. Free.

*UNITED STATES AIR FORCE AIRMAN OCCUPATIONAL HANDBOOK. (USAF). 1966. 44 pp. Free.

*UNITED STATES AIR FORCE OCCUPATIONAL HANDBOOK. (USAF). 1964. 200 pp. Free.

*UNITED STATES AIR FORCE OFFICER TRAINING SCHOOL. (USAF). 1966. 5 pp. Free.

U.S. Army

*THE SECRET OF GETTING AHEAD. (USA). Booklet. 1966. 38 pp. Free.

*U.S. ARMY OPPORTUNITIES. (USA). Booklet. 1966. 43 pp. Free.

U.S. Coast Guard (under the U.S. Department of Transportation)

*THE UNITED STATES COAST GUARD: A CAREER SERVICE. (USCG). Pamphlet No. CG-153. 1964. 25 pp. Free.

*UNITED STATES COAST GUARD ACADEMY. (USCG). Annual. Free.

*YOU AND THE COAST GUARD RESERVE. Pamphlet No. CG-254. (USCG). 1964. 18 pp. Free.

U.S. Marine Corps

*A GUIDE TO OCCUPATIONAL SPECIALTIES AND SCHOOLS. (USMC). 1966. 48 pp. Free.

*BE A LEADER OF MEN. (USMC). 1965. 32 pp. Free.

*THE BUILDING OF A MARINE AVIATOR. (USMC). 1963. 29 pp. Free.

U.S. Navy

*EDUCATION AND TRAINING IN THE NAVY. (USN). 1965. 4 pp. Free.

*LIFE IN THE UNITED STATES NAVY. (USN). 1966. 46 pp. Free.

*NAVY ENLISTED OCCUPATIONAL HANDBOOK. (USN). 1966. 136 pp. Free.

*NAVY MEDICAL SERVICE CORPS. (USN). 1965. 24 pp. Free.

*NAVY OFFICERS CAREERS HANDBOOK. (USN). 1964. 76 pp. Free.

*UNITED STATES NAVAL ACADEMY CATALOGUE. (USN). Annual. Free.

Federal Reserve System

*CAREER SERVICE IN THE FEDERAL RESERVE. FRS. Board of Governors of The Federal Reserve System. (FRS). 1968. 13 pp. Free. Contains brief summaries of the varied professional fields of employment in the Federal Reserve System. Gives summaries of pay, working conditions, and other benefits.

U.S. Department of Health, Education, and Welfare

Public Health Service

*A CAREER IN STATISTICS WITH THE NATIONAL CENTER FOR HEALTH STATISTICS. USDHEW. Public Health Service. Publication No. 1034. (PHS). 1965. 22 pp. Free. Presents a broad view of the work of the National Center for Health Statistics and the role that the statistician plays in the Center. Gives information on salary, benefits, and places to obtain further information.

*CAREERS IN THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 1567. 1967. 7 pp. 25 cents. Outlines career opportunities in the Public Health Service. An explanation of the Civil Service and Commissioned Corps employment systems is given, including the eligibility requirements, advancement programs, and benefits of each system. The Public Health Service mission, programs, possible assignments, and an address for requesting information on specific fields is supplied. (See section on Occupational Manpower Studies beginning on page 11, for information on specific occupational assignments available in the Public Health Service.)

*COMMISSIONED OFFICER STUDENT TRAINING AND EXTERN PROGRAM, 1967-68. USDHEW. Public Health Service. Publication No. 1059. (PHS). 1967. 14 pp. Free. Describes employment opportunities available during vacation with the Public Health Service for college students of health and related studies. Gives information on ways to apply for the program.

Social Security Administration

*A CAREER FOR YOU IN SOCIAL SECURITY. USDHEW. Social Security Administration. (SSA). 1967. 25 pp. Free. Discusses job opportunities for college graduates in the Social Security Administration. Also tells about starting salaries, advancement, retirement, and other benefits.

U.S. Department of Housing and Urban Development

*A JOB WHERE THE ACTION IS. USDHUD. Publication MP-37. (HUD). 1966. 13 pp. Free. Discusses the professional positions available, places of employment, salary, and places to get further information.

JOBS AVAILABLE FOR HIGH SCHOOL AND COLLEGE GRADUATES IN HUD. USDHUD. Pamphlet. (HUD). 1966. 7 pp. Free. Lists duties, qualifications, and salary for a number of different positions available in this agency.

*THE URBAN INTERN PROGRAM. USDHUD. Pamphlet. (HUD). 1966. Free. Describes how the urban intern program works and its advantages. Discusses eligibility by academic fields of specialization.

U.S. Department of the Interior

***CAREERS IN THE UNITED STATES DEPARTMENT OF THE INTERIOR, A DICTIONARY FOR COLLEGE STUDENTS. USDI. Personnel Management Publication No. 3. 1965. 64 pp. 35 cents. Provides employment information for college students. Includes information on appointments, salary, tenure, and other benefits. Describes the program of each bureau within the Department and the type of personnel it needs. Explains the Department's training programs and gives specific career information.**

***CAREER PROFILES. USDI. Personnel Management Publications No. 6. (USDI). 1967. 73 pp. Free. Presents a series of essays on the work, training, interests, and advancement of actual people in selected occupations with the Department.**

***EMPLOYMENT OPPORTUNITIES IN THE BUREAU OF SPORT FISHERIES AND WILDLIFE. USDI. Bureau of Sport Fisheries and Wildlife. Pamphlet. 1964. 20 pp. 30 cents. Furnishes occupational briefs of positions in the Bureau for biologists, chemists, engineers, economists, real estate appraisers, and others. Discusses salary, application procedure, uniform allowances, employee benefits, and required career preparation.**

***CAREERS IN THE NATIONAL PARK SERVICE. USDI. National Park Service. Pamphlet. (USDI). 1967. 31 pp. Free. Describes permanent employment in the National Park Service. Designed to answer the most frequently asked career information questions. Discusses salary, application procedure, uniform allowances, employee benefits, and required career preparation.**

U.S. Department of Justice

Federal Bureau of Investigation

***FBI CAREER OPPORTUNITIES. USDJ. Federal Bureau of Investigation. Pamphlet. (FBI). 1967. Free. Describes professional, technical, and clerical job opportunities with the FBI. Lists duties, qualifications, and places to apply.**

***HOW TO BECOME A FINGERPRINT TECHNICIAN WITH THE FBI. USDJ. Federal Bureau of Investigation. Leaflet. (FBI). 1967. Free. Describes job characteristics, qualifications, and opportunities for advancement. Gives information on places to apply.**

***WHAT IT'S LIKE TO BE AN FBI AGENT. USDJ. Federal Bureau of Investigation. Leaflet. (FBI). 1967. 3 pp. Free. Describes the work and responsibilities of a typical FBI agent. Gives application information. The FBI also has available a number of one-to-three page pamphlets that describe job qualifications, including salaries. Listed below are some examples:**

CLERICAL AND CLERICAL-TECHNICAL

JOBS FOR WOMEN

LABORATORY AID

RADIO MAINTENANCE TECHNICIAN

SPECIAL AGENT

TECHNICAL POSITIONS

Federal Bureau of Prisons

A number of announcements for examinations for various positions in the U.S. Department of Justice's Bureau of Prisons are available. Most give information on the nature of work, experience requirements, and places to apply. Some examples of announcements for positions are:

*FARMERS

*FOOD SUPERVISOR

*PRISON INDUSTRIAL SUPERVISOR

*SUPERVISORY JOBS AS STEAMFITTER, MASON, OR LAUNDRYMAN

*TEACHERS IN GENERAL EDUCATION, INDUSTRIAL ARTS AND RELATED TRADES

Immigration and Naturalization Service

*CAREERS WITH THE IMMIGRATION AND NATURALIZATION SERVICE. USDJ. Immigration and Naturalization Service. Booklet. (INS). 1967. 10 pp. Free. Explains the various duties of a career as an Immigration Inspector. Gives information on physical and educational requirements, working conditions, salary, and sources of further information.

*INFORMATION ABOUT AND REQUIREMENTS FOR THE POSITION OF PORT RECEPTIONIST. USDJ. Immigration and Naturalization Service. Leaflet. (INS). No Date. Free. Explains the duties, experience, and education required of applicants. Discusses language requirements and other qualifications.

U.S. Department of Labor

*CAREERS IN THE U.S. DEPARTMENT OF LABOR. USDL. (USDL). 1966. 33 pp. Free. Explains the functions of the Department of Labor and describes training requirements and programs, as well as career and promotion opportunities.

*MANAGEMENT INTERN PROGRAM IN THE U.S. DEPARTMENT OF LABOR. USDL. Pamphlet. (USDL). 1966. 4 pp. Free. Describes the program including on-the-job experience, seminars, and conferences. Discusses fields of work, benefits, and the steps necessary to become an intern.

National Aeronautics and Space Administration

*NASA. A GUIDE TO CAREERS IN AERO-SPACE TECHNOLOGY. NASA. Booklet. (NASA). 1966. 48 pp. Free. Explains the work of the National Aeronautics and Space Administration and describes career specialties, education and experience requirements, and how to apply.

United States Post Office Department

*CHALLENGES IN MANAGEMENT. USPOD. Publication No. 102. (USPOD). 1967. 21 pp. Free. Discusses changes in the Post Office Department and the need for highly trained people. Presents summaries of the two entry programs, the Management Generalist Program and the Management Specialist Program. Contains information on duties, salaries, work assignments, and advancement opportunities.

*RESEARCH AND ENGINEERING: A REWARDING CAREER WITH THE U.S. POST OFFICE DEPARTMENT. USPOD. Publication No. 98. (USPOD). 1967. 16 pp. Free. Presents many of the opportunities and challenges available for engineers in the Post Office Department. Gives an outline of the training program, types of assignments, and ways to apply.

U.S. Department of State

*A CAREER IN THE FOREIGN SERVICE OF THE UNITED STATES. USDS. Booklet. (USDS). 1968. 27 pp. Free. Discusses the prerequisites to become a staff member of either the Foreign Service or the U.S. Information Agency. Gives information on mandatory examinations, salary, opportunities for advancement, drawbacks, and rewards.

*1967 EXAMINATION FOR FOREIGN SERVICE OFFICER CAREERS. USDS. Booklet. (USDS). 1967. Free. Lists the career responsibilities in both the Department of State and the U.S. Information Agency as well as requirements necessary for occupations of these agencies. Gives entrance examination information.

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The State Department also has information on clerical positions available both at home and overseas. These, listed below, present information on nature of the work, working conditions, qualifications, salary and other benefits, and where to get further information.

*CAREER OPPORTUNITIES IN COMMUNICATION AND RECORDS. (USDS). 1966. Free.

*OPPORTUNITIES FOR SECRETARIES, STENOGRAPHERS, AND TYPISTS IN WASHINGTON, D.C. (USDS). 1967. Free.

*OVERSEAS OPPORTUNITIES FOR SECRETARIES. (USDS). 1967. Free.

Agency for International Development

*OVERSEAS ASSIGNMENT. USDS. Agency for International Development. Booklet. (AID). 1966. 14 pp. Free. Explains the many positions open for overseas AID assignments and the qualifications required of people filling these positions. Gives locations of assignments, advantages, and places to obtain further information.

U.S. Information Agency

*CAREER OPPORTUNITIES IN THE U.S. INFORMATION AGENCY. USIA. Booklet. (USIA). 1968. Free. Discusses the many jobs available domestically with the USIA. Includes information on duties of the positions and places to apply. Covers jobs ranging from movie production to librarian.

*FOREIGN SERVICE CAREER OPPORTUNITIES IN THE U.S. INFORMATION AGENCY. USIA. Booklet. (USIA). 1968. Free. Discusses overseas career opportunities with the USIA. Explains various methods of entry and selection, advantages of overseas careers, and sources of further information.

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The USIA publishes several brochures which explain intern programs. These brochures include information on hiring, and ways and places to apply for work. Examples are:

CAREER INTERN PROGRAM IN BROADCASTING. (USIA). 1968. Free.

MANAGEMENT INTERN PROGRAM. (USIA). 1968. Free.

PRESS INTERN PROGRAM. (USIA). 1968. Free.

U.S. Department of the Treasury

*TREASURY ENFORCEMENT AGENT. USDT. Document No. 5515. (USDT). 1968. 24 pp. Free. Discusses a career as an investigator or agent with the Bureau of Customs or Narcotics, the Internal Revenue Service, or the U.S. Secret Service. Gives essential background, training, opportunities, and salary information.

Internal Revenue Service

*A CAREER AND A SENSE OF PURPOSE. USDT. Internal Revenue Service. Document No. 5282. (IRS). 1968. 24 pp. Free. Links academic interests to specific careers in the Internal Revenue Service. Outlines professional training and executive development and gives educational requirements, salary, training, and promotion opportunities for various IRS positions.

*CAREERS IN TAX WORK. USDT. Internal Revenue Service. Document No. 5402. (IRS). 1967. 14 pp. Free. Describes opportunities in government and civilian tax accounting and points out the excellent employment outlook for this field of work. Enumerates personal qualifications and educational requirements.

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The U.S. Department of the Treasury's Internal Revenue Service also publishes a series of booklets that give detailed information on specific career opportunities with the Service. Each booklet discusses necessary employment qualifications, on-the-job activities, professional development, employment benefits, and policy and directives.

*ECONOMISTS AND STATISTICIANS. USDT. Internal Revenue Service. Document No. 5947. (IRS). 1968. 12 pp. Free.

*INTERNAL AUDITOR. USDT. Internal Revenue Service. Document No. 5653. (IRS). 1968. 16 pp. Free.

*TAX LAW SPECIALIST. USDT. Internal Revenue Service. Document No. 5549. (IRS). 1967. 12 pp. Free.

*THE ESTATE TAX EXAMINER. USDT. Internal Revenue Service. Document No. 5389. (IRS). 1968. 16 pp. Free.

*THE REVENUE AGENT. USDT. Internal Revenue Service. Document No. 5027. (IRS). 1968. 16 pp. Free.

*THE REVENUE OFFICER. USDT. Internal Revenue Service. Document No. 5028. (IRS). 1968. 16 pp. Free.

*THE TAX TECHNICIAN. USDT. Document No. 5431. (IRS). 1968. 16 pp. Free.

U.S. Secret Service

*CRIMINAL INVESTIGATOR AND SUPERVISORY CRIMINAL INVESTIGATOR. USDT. United States Secret Service. Criminal Investigating Series GS-1811. (SS). 1963. 12 pp. Free. Describes job opportunities in the U.S. Secret Service. Presents information on education, training, physical requirements, and places to go for more information.

*THE UNITED STATES SECRET SERVICE. USDT. United States Secret Service. Leaflet. (SS). 1967. Free. Contains information about the history, organization, and mission of the United States Secret Service as well as information about the requirements for becoming a Secret Service Agent and the appointment procedure.

Veterans Administration

*CAREERS IN AUTOMATIC DATA PROCESSING. VA. Pamphlet No. 31-1. (VA). 1966. 12 pp. Free. Discusses the opportunities, requirements, training, and benefits of a career with the Veterans Administration, either as a programer or analyst.

*ENGINEERS AND ARCHITECTS IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 05-15. (VA). 1965. 23 pp. Free. Presents the duties typical of three types of employment categories: planning and design, construction supervision, and hospital engineering. Gives specifics, such as salary, training, and outlook.

*MANAGEMENT INTERNSHIPS IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 05-35. (VA). 1967. 12 pp. Free. Describes the many types of initial assignments available. Keys internships to academic interests. Gives salary and eligibility requirements.

*PRACTICAL NURSING IN THE VETERANS ADMINISTRATION. VA. Pamphlet No. 10-52. (VA). 1967. 11 pp. Free. Provides information on the duties, benefits, salary, and places to apply for a position as a practical nurse.

FEDERAL GOVERNMENT JOBS OVERSEAS

The Federal Government employs many workers outside the 50 States, in U.S. territories, and in foreign countries. They work in a great variety of occupations. Some specific occupations include operating engineer, doctor, nurse, teacher, geologist, mining engineer, meteorologist, clerk, stenographer, typist, and social worker.

*A CAREER IN THE FOREIGN SERVICE OF THE UNITED STATES. USDS. Booklet. (USDS). 1968. 27 pp. Free. Presents career information on overseas assignments with both the Department of State and the U.S. Information Agency. See page 30 for further annotation.

*AMERICAN SOCIAL WORKERS ABROAD. USDHEW. Publication No. WA-5. 1964. 5 cents. Stresses the need for American workers in developing countries and describes several types of foreign assignments. Discusses the services maintained by the Welfare Administration to help social workers find satisfying overseas assignments.

*FEDERAL JOBS OVERSEAS. USCSC. Pamphlet No. 29. 1965. 10 pp. 10 cents. Discusses Federal jobs overseas, by employing agency. Explains ways jobs are filled, conditions of employment, training and skill requirements, and salaries and benefits. Lists addresses to which job inquiries should be sent.

*FOREIGN SERVICE CAREER OPPORTUNITIES IN THE UNITED STATES INFORMATION AGENCY. USIA. Booklet. (USIA). 1968. Free. See page 30 for annotation.

*NEW CAREERS IN INTERNATIONAL AGRICULTURE. USDA. Pamphlet. (USDA). 1967. 14 pp. Free. Discusses USDA involvement in international agriculture, and answers questions of a would be applicant with regard to job and family aspects of a USDA position in international agriculture.

*OVERSEAS ASSIGNMENT. USDS. Agency for International Development. Booklet. (AID). 1966. Free. See page 30 for annotation.

*OVERSEAS OPPORTUNITIES FOR SECRETARIES. USDS. Booklet. (USDS). 1967. Free. Describes life in the foreign service and the qualifications and conditions of employment. Gives information about entering on duty, pay, and shipment of effects.

*THE FOREIGN AGRICULTURAL DEVELOPMENT PROGRAM. USDA. Foreign Agricultural Service. (USDA). 1967. Free. Describes the purpose of this program and explains the duties of management development trainees in the FAS. Also gives salary information and lists eligibility requirements.

*THE U.S. AGRICULTURAL ATTACHE–HIS HISTORY AND HIS WORK. USDA. Foreign Agricultural Service. Booklet. (USDA). 1966. 10 pp. Free. Contains historical information on foreign agricultural representatives as well as the events leading to the establishment of the Foreign Agricultural Service. Also describes the functions of the agricultural attache and the requirements for this position.

The Peace Corps

*PEACE CORPS FACTBOOK AND DIRECTORY. USDS. Peace Corps. (PC). 1968. 57 pp. Free. General introduction to the Peace Corps, including its history, methods of selecting personnel, training programs, job locations, and administrative policies.

The Peace Corps publishes pamphlets relating just about every facet of work or education relevant to positions in the Corps. All can be obtained free of charge from the Peace Corps, Washington, D.C. 20525. Some examples are:

*AGRICULTURE IN THE PEACE CORPS

*BUSINESS SKILLS IN THE PEACE CORPS

*COMMUNITY DEVELOPMENT IN THE PEACE CORPS

*ENGINEERING IN THE PEACE CORPS

*EXPERIENCED TEACHERS IN THE PEACE CORPS

*GRADUATE STUDENTS IN THE PEACE CORPS

*HEALTH PROFESSIONS IN THE PEACE CORPS

*HOME ECONOMISTS IN THE PEACE CORPS

*LABOR IN THE PEACE CORPS

*LIBERAL ARTS IN THE PEACE CORPS

*MARRIED COUPLES IN THE PEACE CORPS

*MATH AND SCIENCE TEACHERS IN THE PEACE CORPS

*OLDER VOLUNTEERS IN THE PEACE CORPS

*PHYSICAL EDUCATION IN THE PEACE CORPS

*REGISTERED NURSES IN THE PEACE CORPS

*TEACHERS IN THE PEACE CORPS

*WOMEN IN THE PEACE CORPS

* * *

The Peace Corps also publishes information booklets on the various parts of the world where assignments may be obtained and the type of work and skills needed in those areas. Some examples are:

*PEACE CORPS IN AFRICA

*PEACE CORPS IN ASIA

*PEACE CORPS IN THE FAR EAST

*PEACE CORPS IN LATIN AMERICA

EDUCATION, FINANCIAL ASSISTANCE, AND PLACEMENT INFORMATION

Education, Training, and Retraining

Lack of education and training is a basic factor in unemployment. Although steady gains in the educational attainment and formal training of American workers have helped them meet the demands of rising job standards and shifting occupational patterns, millions still lack basic education and preparation for work. Thus, in March 1967, more than 750,000 of the unemployed were high school dropouts, and almost 750,000 had finished 8 or fewer years of school. These unemployed, because of their limited schooling, have difficulty not only in finding new jobs but also in finding training opportunities.

Education and training requirements for employment are increasing steadily. Yet, about 30 percent of all youths now drop out of school before finishing the twelfth grade. All aspects of the employment situation are less favorable for school dropouts than for young people who have completed at least high school. For example, the unemployment rate of school dropouts is much higher than that of high school graduates; dropouts have difficulty in obtaining full-time work; the jobs they do get are among the less desirable; and their lack of education handicaps them in acquiring training and adapting to technological and occupational changes.

Education and training problems affect manpower and the economy as a whole. Therefore, the Federal Government has instituted a number of programs to help achieve a work force using the skills and flexibility demanded in today's world. These programs include, for example, Federal grants to supplement State and local expenditures for vocational education and technical training; training institutes for science teachers and assistance to medical and dental schools; fellowships for postgraduate work in the natural and social sciences, engineering, and other professional fields; and inservice training for Federal civilian employees and the Armed Forces.

Congress has enacted legislation responsive to education and training needs. For example, the Manpower Development and Training Act of 1962 and its amendments provide for education and training programs to equip the unemployed and underemployed with marketable skills. Under the Trade Expansion Act of 1962, workers who are laid off or working only part time because of increased imports resulting from tariff concessions are eligible for retraining allowances and other financial aid. The Vocational Education Act of 1963 encourages States to establish and expand vocational education programs to provide more students with occupational training and help upgrade workers' skills. The Higher Education Act of 1965 provides funds to help financially weak colleges and universities; to give financial aid to students; and to improve the quality of undergraduate instruction. Under the 1963 amendments to the National Defense Education Act, the ceiling on Government loans to college students was raised. These amendments also provide increased funds for school counseling and testing. Money was made available to purchase a greater variety of teaching equipment in certain subject areas. In addition, the Economic Opportunity Act of 1964 established programs to increase opportunities for youth to obtain education, vocational training, and useful work experience.

The Department of Labor administers a number of manpower development programs, chiefly, the work-training programs (Neighborhood Youth Corps, Job Corps, and others) provided by the Economic Opportunity Act; the training activities under the Manpower Development and Training Act of 1962 (MDTA); and programs to promote apprenticeship training.

The various measures taken by the Government generally are designed to strengthen education, training, and retraining at all levels and for all groups. It is hoped that these measures lead to a long-run solution of the many educational problems.

Information on these problems and programs is available in the publications listed below. (For appenticeship information see page 53.)

*EARN... LEARN ... SERVE: THE NEIGHBORHOOD YOUTH CORPS. USDL. Neighborhood Youth Corps. (NYC). 1965. 18 pp. Free. Describes a work-training program which helps youths from 16 through 21 to stay in school, return to school, or develop work habits if they are out of school and unemployed. Gives the requirements for local sponsorship, and facts about the location, compensation, duration, and financing of the training.

EDUCATION AND TRAINING: EXPANDING THE CHOICES. USDHEW. Office of Education. OE-87020. 1967. 107 pp. 60 cents. Fifth annual report of the Department of Health, Education, and Welfare to the Congress on training activities under the Manpower Development and Training Act of 1962. Discusses such subjects as the direction of training programs; types of programs; teachers; curriculum, methods, and materials; experimental and demonstration projects; and project evaluation. See page 42 for further annotation.

EDUCATION '67 - THE OFFICE OF EDUCATION - ITS PROGRAMS AND SERVICES. USDHEW. Office of Education. OE-11006-67. 1967. 97 pp. 35 cents. See page 77 for annotation.

EDUCATION FOR A CHANGING WORLD OF WORK: REPORT OF A PANEL OF CONSULTANTS ON VOCATIONAL EDUCATION. USDHEW. Office of Education. OE-80021. 1963. 269 pp. $1.25. Evaluates Federal, State, and local vocational and technical education programs showing how well they meet the current and anticipated education and training requirements of workers. Recommends program changes to cope with the changing world of work. Includes an extensive bibliography.

"EDUCATIONAL ATTAINMENT OF WORKERS." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, February 1968, pp. 26-34. Special Labor Force Report 92. Reprint No. 2559. (BLS). Free. See page 73 for annotation.

EDUCATIONAL PROGRAMS AND SERVICES. NASA. Educational Programs and Services. (NASA). 1965. 14 pp. Free. Discusses public information programs on peaceful uses of space, including education workshops, institutes, and traveling exhibits. Lists publications, motion pictures, and other programs and services for space education.

ELECTRONIC BUSINESS DATA PROCESSING PERIPHERAL EQUIPMENT OCCUPATIONS–SUGGESTED CURRICULA. USDHEW. Office of Education. OE-86010. 1964. 113 pp. 70 cents. Contains information about the design and objectives of a program to teach the necessary skills for computer related occupations such as keypunching. Suggestions are provided for evaluating trainee achievements.

FEDERAL PROGRAMS IN JOB TRAINING AND RETRAINING. USDHEW. Office of Education. OE-37012. 73 pp. 50 cents. Describes the major Federal job training and retraining programs available to potential trainees, especially those with low income backgrounds.

FEDERAL TEACHER TRAINING PROGRAMS IN FIELDS OF THE DISADVANTAGED AND HANDICAPPED. USDHEW. Office of Education. OE-35088. (OE). 1966. 18 pp. Free. Describes teacher training programs in the fields of the disadvantaged and handicapped. Includes a list of general instructions for applicants.

FEDERALLY-ASSISTED MANPOWER DEVELOPMENT PROGRAMS. USDL. Manpower Administration. (MA). 1966. 33 pp. Free. A study of Federal laws that provide for the support of job-oriented education and training to prepare people for employment.

FORMAL OCCUPATIONAL TRAINING OF ADULT WORKERS. USDL. Manpower Administration. Manpower Automation Research Monograph No. 2. (MA). 1964. 48 pp. Free. Analyzes the findings and implications of a survey of vocational training backgrounds of workers between 22 and 64 "with less than 3 years" and "with 3 or more" of college. Contains a statistical appendix.

GRADUATES OF PREDOMINANTLY NEGRO COLLEGES, CLASS OF 1964. USDHEW. Public Health Service. Publication No. 1571. 1967. 262 pp. 75 cents. An analysis of how the Negro graduate views his academic training, his hopes for graduate study and employment, and his career aspirations. Findings demonstrate the potential for more effective utilization of college-trained Negroes in health services and research. Includes a great deal of statistical materials on the Negro student and graduate.

INDUSTRIAL RETRAINING PROGRAMS FOR TECHNOLOGICAL CHANGE: A STUDY OF THE PERFORMANCE OF OLDER WORKERS. USDL. Bureau of Labor Statistics. Bulletin 1368. 1963. 34 pp. Out of print. See page 59 for annotation.

JOB CORPS CONSERVATION CENTERS PROGRAM. USDA/USDI. Booklet. (USDA). 1966. 16 pp. Free. Explains the purpose, objectives, and operation of Job Corps Conservation Centers. Intended as a guide for teachers, youth workers, counselors, and neighborhood and community leaders.

*LEARN AND TRAIN FOR A JOB UNDER MDTA. USDL. Bureau of Employment Security. (BES). 1965. 10 pp. Free. Tells about the Manpower Development and Training Act (MDTA) training programs and the opportunities they offer. Lists the general qualifications and benefits for trainees and also some of the occupational skills for which training programs are available.

MANPOWER AND TRAINING NEEDS OF THE FOOD SERVICE INDUSTRY. USDL. Manpower Administration. (MA). 1964. 16 pp. Free. Reports on the highlights of a national conference concerned with the changing occupational structure, and consequent training implications for the food service industry. Discusses the training resources at hand, makes recommendations concerning various problems, and comments on future action.

MANPOWER DEVELOPMENT AND TRAINING ACT: A REVIEW OF TRAINING ACTIVITIES. USDL. Manpower Administration. (MA). 1967. 22 pp. Free. Discusses the training activities of the Manpower Development and Training Act, and briefly reviews its accomplishments from the program's inception through 1966.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

MANPOWER RESEARCH BULLETINS. USDL. Manpower Administration. Series of Reports on Training Needs. (MA). 1963-1966. Free. See page 43 for annotation.

MDTA-A SUMMARY OF THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962, AS AMENDED. USDL. Manpower Administration. (MA). 1966. 28 pp. Free. Summarizes the Manpower Development and Training Act of 1962 and its amendments.

MEETING THE CHALLENGE OF CHANGING SKILLS. USDL. Bureau of Employment Security. 1964. 18 pp. 20 cents. Shows how Manpower Development and Training Act programs operate at the local level. Discusses community action, selection of trainees, courses of instruction and job placement. Lists shortage skills most frequently taught under MDTA.

1963 DROPOUT CAMPAIGN, THE. USDHEW. Office of Education. OE-20060. Bulletin 26. 1964. 34 pp. 20 cents. Summarizes and analyzes the results of a special summer campaign to prevent school dropouts. Some of the topics covered are: types of programs; methods of contacting dropouts and potential dropouts; selected case studies; reasons for dropping out; reactions to the summer campaign; and suggested future activities. Contains a city-by-city campaign activity summary.

NURSE TRAINING ACT OF 1964. USDHEW. Public Health Service. Publication No. 1154. (PHS). 1965. 10 pp. Free. Summarizes the provisions of the Nurse Training Act of 1964.

ON-THE-JOB TRAINING PROGRAM, THE. USDL. Bureau of Apprenticeship and Training. (BAT). 1965. 23 pp. Free. Describes on-the-job training carried out in industry. Explains how programs are sponsored, the selection of trainees, and the breakdown of training by occupation. Furnishes information on training costs and results, what the participants think of this training, and the reaction of management and other groups to on-the-job training programs.

PARENT AND FAMILY LIFE EDUCATION FOR LOW-INCOME FAMILIES: A GUIDE FOR LEADERS. USDHEW. Children's Bureau. 1965. 66 pp. 30 cents. Discusses the problems resulting from lack of education in low-income families and ways to overcome these problems. Contains a selected bibliography.

PILOT PROJECT IN TRAINING MENTAL HEALTH COUNSELORS. USDHEW. Public Health Service. Publication No. 1254. Booklet. 1965. 34 pp. 30 cents. Presents the results of an experiment to train mature married women for work in psychotherapy. Results indicate that married women are a good potential source of supply to meet the shortage of manpower in the mental health counseling field.

*PLANNED TRAINING . . . YOUR FUTURE SECURITY. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1965. 10 pp. Free. See page 54 for annotation.

RECRUITMENT AND TRAINING OF AUTOMOBILE MECHANICS, THE. USDHEW. Welfare Administration. Office of Juvenile Delinquency and Youth Development. 1965. 19 pp. 15 cents. Discusses the problems of recruiting and training automobile mechanics. Some of the topics covered are recruitment; wages; training; and major problems and trends in recruitment and training.

RESIDENCY TRAINING IN PREVENTIVE MEDICINE AND DENTAL PUBLIC HEALTH UNDER THE PUBLIC HEALTH TRAINEESHIP PROGRAM. USDHEW. Public Health Service. Leaflet. (PHS). 1966. Free. Describes the Public Health Traineeship Program as it relates to physicians or dentists who desire support of residency training in general preventive medicine, preventive medicine-public health, and dental public health.

THE ACADEMICALLY TALENTED. USDHEW. Office of Education. *School Life,* March 1963, pages 9-12. 20 cents per copy. Compares courses studied and class rank of academically talented and average children in public schools. Concludes that the majority of pupils are not performing as well as they are able.

TRAINEESHIPS FOR PROFESSIONAL HEALTH PERSONNEL UNDER THE PUBLIC HEALTH TRAINEESHIP PROGRAM. USDHEW. Public Health Service. Publication No. 1147. Leaflet. (PHS). 1967. Free. Describes the Public Health Traineeship Program. Under the Program, support is made available for graduate or specialized training in public health for individuals who have completed their basic professional education, have been accepted by a school offering graduate or specialized training in public health, and who plan to pursue a career in the field of public health.

TRAINEESHIPS FOR REGISTERED NURSES UNDER THE PUBLIC HEALTH TRAINEESHIP PROGRAM. USDHEW. Public Health Service. Publication No. 1269. Leaflet. (PHS). 1967. Free. Describes the Public Health Traineeship Program as it relates to support of undergraduate study for registered nurses to prepare them for first-level positions in public health nursing.

TRAINING OF WORKERS IN AMERICAN INDUSTRY. USDL. Bureau of Apprenticeship and Training. (BAT). 1964. 94 pp. Free. Surveys formal training undertaken in American industry. Identifies the industries, trainees, and programs involved, including totals. Lists training and apprenticeship programs by occupational group.

TRAINING PROGRAMS OF THE NATIONAL INSTITUTE OF MENTAL HEALTH. USDHEW. Public Health Service. Publication No. 1283. Booklet. 1966. 24 pp. 20 cents. Gives training program information for mental health professionals in psychiatry, psychology, psychiatric nursing, and psychiatric social work. Also includes information on related National Institute of Mental Health supported training programs.

VOCATIONAL EDUCATION – TRAINING FOR YESTERDAY'S JOBS? USDL. Manpower Administration. (MA). 1966. 4 pp. Free. Discusses the gap between the study of a trade and future employment possibilities in that field.

*WHAT EVERY VETERAN SHOULD KNOW ABOUT THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDL. Bureau of Employment Security. (BES). 1965. 4 pp. Free. Offers facts of interest to veterans about the Manpower Development and Training Act. Contains a selected list of the occupations for which training is available.

WORK FORCE ADJUSTMENTS TO TECHNOLOGICAL CHANGE. USDL. Bureau of Employment Security. (BES). 1963. 62 pp. Free. Surveys the methods used by employers to cope with manpower problems arising from technological change. Discusses company training programs, and the reassignment and relocation of workers.

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The U.S. Department of Health, Education, and Welfare's Office of Education has published a series of reports entitled "A Suggested Training Program for..." which present suggested training programs for different occupations. The reports give information on the development and promotion of vocational courses. They also provide guidance in evaluating and upgrading existing training programs.

Suggested training programs are available for the following occupations:

CLOTHING MAINTENANCE SPECIALIST

COMPANION TO ELDERLY PERSON

FAMILY DINNER SERVICE SPECIALIST

FORESTRY AIDE

HIGHWAY ENGINEERING AIDE

HOMEMAKERS ASSISTANT

HOTEL AND MOTEL HOUSEKEEPING AIDE

LANDSCAPE AIDE

MANAGEMENT AIDE IN LOW RENT PUBLIC HOUSING PROJECTS

SUPERVISED FOOD SERVICE WORKER

VISITING HOMEMAKER

The above reports can be ordered through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Financial Assistance To Students

The costs of higher education prevent many gifted young people from attending college. At the same time, modern technology is altering manpower requirements towards more education and training. To relieve this problem, the Federal Government has developed an extensive program of scholarships, Government loans, and Government insured private loans under the National Defense Education Act of 1958. Work-study programs are provided by institutions of higher education under the Economic Opportunity Act of 1964, and outright grants to exceptionally needy high school graduates are being made through the Educational Opportunity Grant Program authorized by the Higher Education Act of 1965.

Some Federal Government agencies including the Atomic Energy Commission and the National Aeronautics and Space Administration separately sponsor financial assistance programs for needy and gifted students, often in conjunction with private groups. A vast number of private associations and institutions also give scholarships and loans to deserving students.

A new program, set up under the Veterans' Readjustment Benefits Act of 1966, authorizes aid up to 36 months of college or other institutional training for veterans who have had military service since January 1, 1955.

The following are examples of publications that provide information on the financial assistance available to help individuals achieve their educational goals:

AIDS TO STUDENTS. USDHEW. Office of Education. Booklet. (OE). 1966. 45 pp. Free. Provides information on financial aids to students in vocational, college, and graduate study programs. Includes discussion of grants, work-study programs, and student loans. Includes information on aids for specialized programs, such as health careers, teaching, and social work.

COLLEGE AID FOR STUDENTS. USDHEW. Office of Program Analysis. 1965. 30 pp. 25 cents. Reveals the trend in financial assistance offered by colleges from 1960 to 1964. Describes the work-study program for students from low-income families.

FEDERAL AIDS TO COLLEGE STUDENTS. USDHEW. Office of Education. OE-55001-67. Booklet. (OE). 1966. 56 pp. Free. A guide to the college student guaranteed loan program, the educational opportunity grants program, the national defense student loan program, and the college work study program. Describes the programs, eligibility standards, terms, and conditions; and lists sources of further information. Lists participating institutions for the 1966-67 school year.

FELLOWSHIPS IN NUCLEAR FIELDS. AEC. Division of Nuclear Education and Training. Leaflet. (AEC). 1965. 5 pp. Free. Presents brief accounts of Atomic Energy Commission sponsored fellowship programs in nuclear science and engineering, health physics, industrial medicine, laboratory research, and post-doctoral studies. Gives information on stipends and places to write for further information.

*FINANCING A COLLEGE SCIENCE EDUCATION. NSF. Booklet. 1965. 20 pp. 15 cents. Gives information on locating financial assistance and various government and private sources of financial aid to students. Includes a bibliography.

GUARANTEED LOANS FOR YOUR COLLEGE EDUCATION. USDHEW. Office of Education. OE-55043. Brochure. (OE). 1966. Free. A guide to State and private nonprofit agency programs authorized by the Higher Education Act of 1965. Answers specific questions about college loan programs. Lists assistance agencies and sources of further information.

HEALTH PROFESSIONS SCHOLARSHIP PROGRAM, THE. USDHEW. Public Health Service. Publication No. 1460. (PHS). 1967. Free. Describes scholarships designed to enable students to undertake the courses of study required to become physicians, dentists, osteopaths, optometrists, pharmacists, or podiatrists. Selection, eligibility, and other details of the program are discussed and information is given for obtaining further information and application forms.

HEALTH PROFESSIONS STUDENT LOAN PROGRAM, THE. USDHEW. Public Health Service. Publication No. 1347. Leaflet. (PHS). 1967. Free. Describes the Health Professions Student Loan Program. Informs prospective students as to eligibility requirements, selection of loan recipients, amounts that may be borrowed, terms and conditions of the loans, and where to obtain additional information.

NDEA . . . AT A GLANCE. USDHEW. Office of Education. Leaflet. 1965. 5 cents. Describes the National Defense Education Act of 1958 and its extensions. Explains the different parts of the act and by whom it is administered.

*NURSING STUDENT LOAN PROGRAM. USDHEW. Public Health Service. Publication No. 1348. Leaflet. (PHS). 1967. Free. Describes the Nursing Student Loan Program. Informs prospective students as to eligibility requirements, selection of loan recipients, amounts that may be borrowed, terms and conditions of the loans, and where to obtain additional information.

SOCIAL SECURITY CASH BENEFITS FOR STUDENTS 18 to 22. USDHEW. Social Security Administration. (SSA). 1966. 6 pp. Free. Explains provisions of 1965 Amendment to the Social Security Act. Tells how to judge eligibility for assistance up to the age of 22, and presents criteria for eligibility.

TRAINING OPPORTUNITIES FOR SECONDARY SCHOOL TEACHERS OF SCIENCE AND MATHEMATICS. NSF. Leaflet No. E-65-C-17. (NSF). 1966. 6 pp. Free. Views four programs–summer institutes, academic year institutes, in-service institutes, and research participation–that are conducted by colleges throughout the United States for secondary school teachers. Discusses eligibility requirements, benefits, and application procedures.

VACATIONS ABROAD, COURSES, STUDY TOURS, WORK CAMPS. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATIONS. Revised each year. (Request from U.N. Secretariat, New York, New York 10017.) $1.75. Contains information on a variety of educational and cultural vacation activities abroad, including summer schools and seminars, study tours, student and youth hotels, and summer camps. Gives financial aid information. Written in English, French, and Spanish.

Job Placement Information

Many young people need assistance in securing employment or in choosing suitable work. The United States Employment Service and affiliated State employment service offices form a nationwide organization which, through trained employment counselors in 1900 local offices throughout the United States, finds jobs for workers and workers for jobs. Young people who are now, or soon will be, looking for a job can obtain help through their local State employment service office. Job placement help, counseling aid, and aptitude and proficiency testing are provided free.

The U.S. Department of Labor's Bureau of Employment Security and other Federal agencies publish information designed to aid young people seeking jobs. Examples of this type of publication are listed below.

*CHOOSING YOUR OCCUPATION. USDL. Bureau of Employment Security. Pamphlet. 1965. 16 pp. 15 cents. Develops guidelines for choosing a vocation to fit the aptitudes and interests of the prospective worker. Lists other possible sources of information for answers to some specific occupational questions.

GETTING HIRED, GETTING TRAINED. USDHEW. Welfare Administration. Booklet. 1965. 112 pp. 40 cents. Discusses many of the training and experience problems faced by young workers.

*HOW TO GET AND HOLD THE RIGHT JOB. USDL. Bureau of Employment Security. 1967. 19 pp. 10 cents. Enumerates tips on getting and holding a job. Includes: Considering job requirements in light of the jobseekers qualifications; how to prepare for an interview; how to write a letter of application; reasons people sometimes fail to get jobs; and why workers lose their jobs.

*HOW TO PREPARE YOURSELF FOR JOB INTERVIEWS. USDL. Bureau of Employment Security. Pamphlet. 1965. 10 pp. 10 cents. Furnishes helpful hints on the preparation and conduct for job interviews.

*JOB GUIDE FOR YOUNG WORKERS, 1963-64 Edition. USDL. Bureau of Employment Security. 1963. 78 pp. 45 cents. See page 66 for annotation.

*LOOKING FOR SCIENTISTS, SOCIOLOGISTS, NURSES, SYSTEMS ENGINEERS, LIBRARIANS, ARCHITECTS. USDL. Bureau of Employment Security. Pamphlet. (BES). 1966. 6 pp. Free. Describes the nationwide public employment service that recruits professional personnel without charge to employer or applicant. Lists occupations handled by and locations of professional network offices.

*MERCHANDISING YOUR JOB TALENTS. USDL. Bureau of Employment Security. Pamphlet. 1965. 20 pp. 25 cents. Presents some of the basic techniques and principles of preparing a job resume, and for writing a letter of application. Lists sources of job information and gives hints on preparing for job interviews and testing.

PLACEMENT SERVICES FOR COLLEGE TEACHERS. USDL. Manpower Administration. (MA). 1965. 240 pp. Free. Identifies and catalogues the different sources of college teacher placement assistance and explains the services they offer. Gives detailed descriptions of the activities of some of the best placement operations.

*YOUR PUBLIC EMPLOYMENT OFFICE CAN SERVE YOU. USDL. Bureau of Employment Security. Leaflet. (BES). 1965. 3 pp. Free. Reports on the various manpower services, such as testing and recruitment, which are available at local public employment offices.

MANPOWER PROBLEMS AND ISSUES

Unemployment and underemployment are two of the country's major economic problems. Although we have experienced rapid economic growth in recent years, we have not been able to improve the quality, adaptability, and mobility of the labor force sufficiently to obtain full employment. Even today, in the midst of an economic expansion, many workers cannot find employment or are forced to work at jobs that do not make full use of their skills and abilities.

Underlying unemployment, underemployment, and other serious manpower problems have been factors such as, a swelling labor force, rapid technological innovation, changes in defense requirements, and changes in consumer and business demand for goods and services. These developments have altered occupational requirements in favor of jobs requiring greater education and training. Employment in white-collar occupations has risen faster than in manual occupations. Also, among both blue-collar and white-collar occupations, there has been a shift away from jobs requiring relatively little skill.

Other factors contributing to imbalances in manpower supply and demand are the large number of youths who lack the education necessary for a rewarding adult life; the unwillingness or inability of many workers to respond quickly to employment opportunities and to adjust to changing job requirements; and the existence of serious manpower shortages in some occupations while, at the same time, there is a large supply of unused manpower. Also, developments such as the rapid growth in the number of young job seekers, along with technological and other changes in skill requirements, indicate a long-term persistence of manpower problems.

Our basic manpower problems, as well as measures designed to alleviate them, are the focus of the publications annotated in this section.

EDUCATION AND TRAINING: EXPANDING THE CHOICES. USDHEW. Office of Education. OE-87020. 1967. 107 pp. 60 cents. Previews and evaluates the programs set up under the Manpower Development and Training Act of 1962. Describes the characteristics of trainees, courses of instruction, training facilities, training costs, experimental and demonstration projects, and related subjects. Discusses the need to continue the manpower training program and steps that can be taken to make the program more effective. Includes a statistical appendix.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. Reports on the many factors affecting manpower requirements, resources, utilization, and training. Some examples of the many topics covered are: Industry employment trends; employment gains in the regions and States; Government and manpower requirements; manpower supply and demand; joblessness and poverty in urban slums; underemployment and poverty in rural areas; unemployment and underutilization of manpower; skill shortages and training needs; and much more. Includes an extensive statistical appendix. (Also available for 1963 through 1967).

MDTA: A SUMMARY OF THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962, AS AMENDED. USDL. Manpower Administration. (MA). 1965. 28 pp. Free. Analyzes the provisions of the Manpower Development and Training Act and briefly describes the research and training activities undertaken since the act was passed.

QUIET REVOLUTION, THE. OEO. 2d. Annual Report. (OEO). 1966. 137 pp. Free. Reports on the progress made in implementation of the programs established by the Office of Economic Opportunity to eliminate the causes of poverty. Discusses the development of such programs as Job Corps, Neighborhood Youth Corps, Project Head Start, College Work-Study, Adult Basic Education, Legal Services, Rural Loans, and programs for Indians and migrants. Contains an appendix of statistics on the various programs.

VOCATIONAL EDUCATION AND MANPOWER NEEDS. USDL. Manpower Administration. Reprint No. 5. (MA). 1964. 4 pp. Free. Describes the purpose of the Vocational Educational Act of 1963 and the importance of integrating it with the various programs of the Departments of Labor, and Health, Education, and Welfare.

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Manpower Research Bulletins, published by the U.S. Department of Labor's Manpower Administration, develop information on the country's manpower situation. Several of the bulletins provide research data on worker mobility in view of economic changes, and on manpower and training programs and their implications on the national and State level. Other bulletins provide training information for specific groups in the labor force. Descriptive profiles, training activities, job placement, and future employment possibilities are usually included in the reports on each group.

MANPOWER RESEARCH BULLETINS:

No. 1 Mobility and Worker Adaptation to Economic Change in the United States.	(MA).	1963.	Free.
No. 2 Manpower and Training–Trends, Outlook, Programs.	(MA).	1963.	Free.
No. 3 Young Workers: Their Special Training Needs.	(MA).	1963.	Free.
No. 4 Selected Manpower Indicators for States.	(MA).	1963.	Free.
No. 5 Family Breadwinners: Their Special Training Needs.	(MA).	1964.	Free.
No. 6 The Mentally Retarded: Their Special Training Needs.	(MA).	1964.	Free.
No. 7 Training Foreign Nationals for Employment with U.S. Companies in Developing Countries: Implications for Domestic Programs.	(MA).	1965.	Free.
No. 8 Training Needs in Correctional Institutions.	(MA).	1966.	Free.
No. 9 Training in Service Occupations.	(MA).	1966.	Free.
No. 10 Unused Manpower: The Nation's Loss.	(MA).	1966.	Free.
No. 11 Manpower Policy and Programs in Five Western European Countries.	(MA).	1966.	Free.
No. 12 Technology and Manpower in Design and Drafting, 1965-75. See page 12 for annotation.	(MA).	1966.	Free.
No. 13 Technology and Manpower in the Telephone Industry, 1965-75. See page 18 for annotation.	(MA).	1966.	Free.
No. 14 Technology and Manpower in the Health Service Industry, 1965-75. See page 18 for annotation.	(MA).	1967.	Free.
No. 15 Sheltered Workshops: A Pathway to Regular Employment.	(MA).	1967.	Free.

Defense Expenditures and Manpower Needs

Expenditures for national defense generate a large volume of employment. More than 8.7 million persons were employed in defense-related activities in early 1967. More than half of these workers were directly employed by the Federal Government–about 3.4 million military personnel and over 1.2 million civilians in the Defense Department. Nearly 4.1 million workers were employed in defense-related industries supplying missiles, research and development, and other goods and services.

Shifts in the size and types of defense programs can influence overall economic activity. For example, the increased importance of missiles has resulted in the need for additional thousands of scientists, engineers, and technicians, in some cases aggravating already short supplies. Changes in defense programs have a marked impact in States and communities where defense-related employment is a large proportion of total employment. The termination of defense contracts often creates pools of unemployment in these areas.

The Federal Government has established various programs to help counteract the employment effects of changing defense requirements. For example, the Manpower Development and Training Act of 1962 and its amendments encourage business firms to establish facilities in areas of high unemployment. Defense expenditures can be used as a tool to reduce unemployment; under certain conditions, plants in areas of high unemployment may receive special consideration in the awarding of contracts.

EMPLOYMENT EFFECT OF DEFENSE EXPENDITURES, THE. USDL. Bureau of Labor Statistics. *Monthly Labor Review,* September 1967, pp. 9-16. Single copy 75 cents, subscription $7.50 a year. Estimates employment by industry, generated by defense expenditures in fiscal years 1965 and 1967, and that factor of employment in 1967 that might be attributed to the Viet Nam buildup.

LISTS OF CURRENTLY CRITICAL OCCUPATIONS AND CURRENTLY ESSENTIAL ACTIVITIES. USDL. Bureau of Employment Security. (joint release, USDC and USDL). No. E-129. (BES). 1965. 13 pp. Free. Explains standards for determining essential activities and critical occupations. Lists and describes currently essential activities and currently critical occupations.

*"MILITARY SERVICE: OBLIGATION OR OPPORTUNITY." USDL. Bureau of Labor Statistics. *Occupational Outlook Quarterly,* September 1963, pp. 7-13. 30 cents per copy. Explains why military service is both an obligation and an opportunity. Discusses some common misconceptions about military service.

"WORKER SKILLS IN CURRENT DEFENSE EMPLOYMENT." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* September 1967, pp. 17-20. Single copy 75 cents, subscription $7.50 a year. Estimates the work skills required in civilian defense-related employment in 1965 and 1967, and the changes that took place during this period. Provides information for 53 occupations, primarily in the professional and blue-collar fields.

UNITED STATES AIR FORCE

*PILOTS AND NAVIGATORS STAND TALL ON THE AEROSPACE TEAM. (USAF). 1966. 16 pp. Free. See page 26 for annotation.

*UNITED STATES AIR FORCE AIRMAN OCCUPATIONAL HANDBOOK. (USAF). 1966. 44 pp. Free. See page 26 for annotation.

*UNITED STATES AIR FORCE OCCUPATIONAL HANDBOOK. (USAF). 1964. 200 pp. Free. See page 26 for annotation.

UNITED STATES AIR FORCE OFFICER TRAINING SCHOOL. (USAF). 1966. 5 pp. Free. See page 26 for annotation.

UNITED STATES ARMY

*THE SECRET OF GETTING AHEAD. Booklet. (USA). 1966. 38 pp. Free. See page 26 for annotation.

*U.S. ARMY OPPORTUNITIES–HANDBOOK FOR COUNSELORS AND STUDENTS. Booklet. (USA). 1966. 43 pp. Free. See page 26 for annotation.

UNITED STATES COAST GUARD

*THE UNITED STATES COAST GUARD: A CAREER SERVICE. Pamphlet No. CG-153. (1-64). (USCG). 1964. 25 pp. Free. See page 26 for annotation.

*UNITED STATES COAST GUARD ACADEMY. Bulletin of Information. (USCG). Annual. Free. See page 26 for annotation.

UNITED STATES NAVY

*EDUCATION AND TRAINING IN THE NAVY. (USN). 1965. 4 pp. Free. See page 26 for annotation.

*NAVY ENLISTED OCCUPATIONAL HANDBOOK. (USN). 1966. 136 pp. Free. See page 26 for annotation.

*NAVY OFFICER'S CAREERS HANDBOOK. (USN). 1964. 7 pp. Free. See page 26 for annotation.

UNITED STATES MARINE CORPS

*BUILDING OF A MARINE AVIATOR, THE. (USMC). 1963. 29 pp. Free. See page 26 for annotation.

*GUIDE TO OCCUPATIONAL SPECIALITIES AND SCHOOLS, A. (USMC). 1966. 48 pp. Free. See page 26 for annotation.

Depressed Areas

Since World War II, economic growth and employment have lagged in some areas. Shifts in consumer demand, technological change, depletion of natural resources, and outmigration of industrial plants have created pockets of poverty. Often, these depressed areas are relatively small communities that are heavily dependent upon one industry, and offer little diversity of employment opportunities. Provisions of the Manpower Development and Training Act of 1962 seek to aid areas of high unemployment by encouraging firms to locate plants in these areas and by training unemployed workers to fill existing vacancies and anticipated new jobs. The Public Works and Economic Development Act of 1965 is designed to help communities, areas, and regions in the United States which are suffering from excessive unemployment or underemployment. Administered by the U.S. Department of Commerce, Economic Development Administration, the act provides for financial and technical assistance needed to create new jobs. (SEE ALSO: Education, Training, and Retraining, page 34.)

APPALACHIA-REBIRTH OF A REGION. USDL. Manpower Administration. Reprint No. 6. (MA). 1965. 4 pp. Free. Surveys the general plan for redevelopment of Appalachia and emphasizes human resource development through various training programs.

ECONOMIC DEVELOPMENT ADMINISTRATION: BUILDING COMMUNITIES WITH JOBS. USDC. Economic Development Administration. Leaflet. (EDA). 1966. 5 pp. Free. Describes the economic characteristics of depressed areas and the Economic Development Administration programs which aim for growth and stability. Identifies the assistance available to redevelopment areas, districts, and regions.

FACTS ABOUT EDA: PUBLIC WORKS AND ECONOMIC DEVELOPMENT ACT OF 1965. USDC. Economic Development Administration. Leaflet. (EDA). 1965. 4 pp. Free. Summarizes the five titles of the Public Works and Economic Development Act of 1965. Discusses the types of assistance, funds authorized, and applicant eligibility.

HARD-CORE UNEMPLOYMENT AND POVERTY IN LOS ANGELES. USDC. Economic Development Administration. Book No. C 46. 2: L89. 1965. 602 pp. $2.75. Examines various social and economic factors to ascertain whether a program of economic redevelopment could effectively reduce unemployment in the central section of

Los Angeles. Surveys the people and problems of the area; the potential for redevelopment; poverty and other social problems in the area; land use for private enterprise; and job opportunities for the unemployed. Provides a comprehensive profile on the characteristics, problems, and attitudes of the unemployed and underemployed. The book concludes with a series of special reports on Watts, Avalon Central, and other specific communities; on the retail food trade in the study area; and on assistance from local public service agencies.

"JOBLESSNESS AND POVERTY IN URBAN SLUMS." A Reprint from the 1967 Manpower Report of the President. USDL. Manpower Administration. (MA). 1967. 18 pp. Free. Discusses unemployment and subemployment among slum dwellers; obstacles which bar them from employment; and some of the new programs which are attacking these problems.

POPULATION, LABOR FORCE & UNEMPLOYMENT IN CHRONICALLY DEPRESSED AREAS. USDC. Economic Development Administration. Pamphlet No. ARA-11. 1964. 48 pp. 20 cents. Focuses on the composition of the population, labor force participation, and some key characteristics of the structure of unemployment in depressed areas. Considers policy implication for area redevelopment programs.

Labor Standards

Legal statutes relating to minimum wage, overtime pay, hours of work, length of workday, minimum age for employment, accident compensation, working conditions, social security, unemployment insurance, and more recently discriminatory hiring practices, have been enacted to protect the health, wages, general welfare, and rights of workers. These laws cover groups in the economy such as women, children, Negroes, and farmworkers, who have, in the past, encountered some difficulty in maintaining either their position or rights as workers.

In 1961, Congress amended the Fair Labor Standards Act (FLSA) to raise minimum wages and extend the coverage of minimum wage and overtime pay laws to new industries, including retail trade. A 1966 amendment extended coverage to some farmworkers. Another recent amendment, the Equal Pay Act of 1963, requires that men and women receive equal pay for equal work. Other legislation applicable to women covers minimum wage, maximum daily and weekly hours, nightwork, meal periods, and industrial homework. The Equal Employment Opportunity Commission, appointed according to the Civil Rights Act, became effective in July 1965, and has moved to eliminate discriminatory practices by employers, unions, and employment offices. Also, there are child labor laws that restrict the kinds of work young people may do, and the number of hours they may work while school is in session. In addition to Federal labor laws, many State laws are designed to protect the standards of work and rights of employees.

Workers dealing with life, health, safety, general welfare, and property usually are required to be licensed. For example, professional workers, such as physicians, dentists, pharmacists, teachers, and certified public accountants, must be licensed. In addition, workers in more than 100 nonprofessional occupations such as optician, plumber, beautician, and well driller, require licenses in one State or more. Licensing requirements differ by State according to training, experience, and age.

AGRICULTURE AND THE CHILD LABOR REQUIREMENTS UNDER THE FAIR LABOR STANDARDS ACT, AS AMENDED IN 1966. USDL. Wage and Hour and Public Contracts Divisions. Child Labor Bulletin 102. (WHPC). 1968. Free. Question-and-answer summary of the Fair Labor Standards Act Amendments of 1966 as they apply to child labor in agriculture.

COVERAGE OF AGRICULTURAL WORKERS UNDER STATE AND FEDERAL LABOR LAWS. USDL. Bureau of Labor Standards. Bulletin 264. (LSB). 1964. 27 pp. Free. See page 52 for annotation.

EMPLOYMENT CERTIFICATES. USDL. Bureau of Labor Standards. Leaflet No. 9. (LSB). 1964. Free. Briefly describes how certificates protect young workers and employers; gives information on how and where they may be obtained.

EMPLOYMENT OF STUDENT-LEARNERS. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1007. (WHPC). 1964. Free. Explains how the Fair Labor Standards Act of 1938 pertains to students in school. Contains reprint of title 29, part 52 of the Code of Federal Regulations.

FEDERAL LABOR LAWS AND PROGRAMS. USDL. Bureau of Labor Standards. Bulletin 262. 1964. 180 pp. 55 cents. Summarizes in the form of a layman's guide, the main provisions of important Federal labor laws and programs applicable to workers in private employment. Some of the topics covered are wages, hours, and working conditions; social security; job training; education; and veterans reemployment and training rights.

FOR THE JOB YOU CHOOSE WILL YOU NEED A LICENSE? USDL. Bureau of Labor Statistics. *Occupational Outlook Quarterly,* May 1963, pp. 9-14. Reprint. (OOS). Free. Discusses purpose and prevalance of licensing requirements. Lists many occupations that require a license or certificate. Includes a selected bibliography.

GUIDE TO CHILD-LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT, A. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1096. 1964 30 pp. 15 cents. Summarizes the provisions of the Fair Standards Act of 1938 that relate to child labor.

HANDY REFERENCE GUIDE TO THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1122. (WHPC). 1965. 13 pp. Free. Summarizes the Fair Labor Standards Act of 1938 as amended. Defines some of the terms used and explains provisions of the act. Covers topics such as previously covered employment, exemptions from the minimum wage, overtime provisions, and computation of overtime pay.

HOUSING FOR MIGRANT AGRICULTURAL WORKERS: LABOR CAMP STANDARDS. USDL. Bureau of Labor Standards. Bulletin 235. 1962. 112 pp. 50 cents. See page 53 for annotation.

HOW THE FAIR LABOR STANDARDS ACT OPERATES IN "OUR TOWN." USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1106. (WHPC). 1965. Free. Explains which workers, in a typical small town, would be covered by the Fair Labor Standards Act of 1938.

INFORMATION ON THE EQUAL PAY ACT OF 1963. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1104. 1965. (WHPC). 10 pp. Free. Outlines the types of jobs to which the equal pay provisions apply; the meaning of "equal pay" and "equal work;" and what action can be taken by a person who has a question regarding the applicability of the equal pay standards.

KNOW YOUR EMPLOYMENT RIGHTS. USDL. Bureau of Employment Security. Pamphlet. (BES). 1966. 9 pp. Free. Provides a guide to equal employment opportunity rights. Comments on employment programs, job finding, and methods of reporting discrimination in programs administered by the Department of Labor.

LABOR LAWS, THEIR EFFECT ON PLACEMENT. USDL. Bureau of Labor Statistics. *Occupational Outlook Quarterly,* May 1963, pp. 25-29. Reprint. (OOS). Free. Discusses the influence of labor laws on the placement of youth. Designed to assist counselors in the placement process.

MESSAGE TO YOUNG WORKERS ABOUT THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1105. (WHPC). 1964. Free. Briefly highlights the minimum age provisions of the Fair Labor Standards Act of 1938. Describes job and hour limitations for 14 and 15 year-old minors, hazardous occupations for which 18 is the minimum age, and exemptions provided under the act.

REEMPLOYMENT RIGHTS OF FEDERAL EMPLOYEES WHO PERFORM DUTIES IN THE ARMED FORCES. USCSC. Pamphlet No. 51. 1968. 7 pp. 5 cents. Relates the qualifying conditions, rights, and benefits for reemployment of Federal employees after active military duty. Covers such topics as seniority, insurance, veterans preference, and reemployment appeals.

RIGHTS OF PENSION PLAN PARTICIPANTS. USDL. Labor Management Services Administration. Pamphlet. (LMSA). 1965. 13 pp. Free. Discusses the provisions of the Welfare and Pension Plans Disclosure Act. Explains worker's rights concerning retirement plans. Knowing the provisions and financial operation, examining the principal office, and receiving the plan's description and latest financial report are included. Makes suggestions for implementing the provisions of a pension plan and collecting benefits.

RIGHTS OF UNION MEMBERS. USDL. Labor Management Services Administration. (LMSA). 1965. 9 pp. Free. Explains the rights which various provisions of the Labor-Management Reporting and Disclosure Act of 1959 assure union members. Some topics covered are freedom of speech and assembly, safeguards against arbitrary discipline, right to democratic union elections, right to sue to protect union funds, and freedom from discipline for exercising rights.

SERVICES TO THE PUBLIC UNDER THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Publication No. 1110. (WHPC). 1964. 8 pp. Free. Presents highlights of the Fair Labor Standards Act of 1938, as amended. Contains a bibliography of nontechnical information about the act.

STANDARDS FOR GOOD DAY-HAND PRACTICES. USDL. Bureau of Labor Standards. Leaflet. (LSB). 1964. 6 pp. Free. States the case in favor of responsible labor standards for farmworkers. Suggests standards for transportation, health, safety, management, and wage practices.

STATE CHILD LABOR STANDARDS. USDL. Bureau of Labor Standards. Bulletin 158. 1965. 399 pp. $1.25. Consists of a State by State summary of the major State child labor and school attendance laws. Gives, in detail, the provisions of State child labor laws, rulings, and regulations prohibiting the employment of minors in hazardous occupations.

SUMMARY OF THE STATE LABOR LAWS FOR WOMEN, AS OF DECEMBER 31, 1963. USDL. Women's Bureau. (WB). 1964. 13 pp. Free. A summary of State laws relating to the employment of women. Covers minimum wages, equal pay, hours of work, maternity leave, and other subjects.

TEENAGERS CAN BE HIRED. USDL. Bureau of Labor Standards. (LSB). 1965. 2 pp. Free. Summarizes, by age group, the types of work for which employers can hire youths under child labor laws. Includes information about employment certificates. Lists reference sources for obtaining additional information.

WHAT CREW LEADERS AND CONTRACTORS OF FARM WORKERS SHOULD KNOW ABOUT CHILD LABOR IN AGRICULTURE UNDER THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Leaflet. (WHPC). 1963. Free. Discusses farm employment, *during school hours*, of children under 16 years of age.

WHAT IS REQUIRED UNDER THE LAW. USDL. Labor Management Services Administration. Pamphlet. (LMSA). 1965. 13 pp. Free. Describes, in general, the provisions of the Labor-Management Reporting and Disclosure Act of 1959. Sets forth certain basic rights for union members. Lists certain financial and administrative reports that labor organizations and employers are required to make to protect workers. Discusses rules for democratic union elections, and safeguards for union members.

Technological Change

Technological change promises many social and economic advances including higher standards of living, better working conditions, and more leisure time. Advancing technology already has given rise to new industries and new jobs, and has relieved men of much heavy physical labor and much dangerous and repetitive work. However, these benefits have not been without cost. Although total employment has reached new peaks, unemployment and underemployment continue to be serious problems.

Responsibility for trying to reduce the burdens imposed by technological change falls upon employers, workers and their representatives, and government. Recognizing their responsibility, all groups have acted to alleviate the hardships caused by technological progress. For example, some business firms have established personnel policies that call for the reassignment or retraining of displaced workers. Recent labor-management agreements provide for early retirements, lump sum severance pay, and relocation allowances. In addition, Congress has enacted legislation to provide for the training and retraining of workers. Examples of such legislation are: the Manpower Development and Training Act of 1962, as amended; the Economic Opportunity Act of 1964; and the Vocational Act of 1963.

AMERICA'S INDUSTRIAL AND OCCUPATIONAL MANPOWER REQUIREMENTS, 1964-75. *The Outlook for Technological Change and Employment,* pp. 9-187. Appendix volume 1 of the report by the National Commission on Technology, Automation, and Economic Progress. Study prepared for the National Commission by the USDL. Bureau of Labor Statistics. 1966. 373 pp. $2.25. Industry and occupation sections contain a discussion of changes in technology and implications for employment changes. See page 11 for complete annotation.

AUTOMATION. USDL. The President's Advisory Committee on Labor-Management Policy. (CLMP). 1962. 11 pp. Free. Reports on the benefits and problems resulting from technological advances. Recommends private and governmental programs to reduce unemployment without sacrificing high rates of technological change or human values.

CASE STUDIES OF DISPLACED WORKERS: EXPERIENCES OF WORKERS AFTER LAYOFF. USDL. Bureau of Labor Statistics. Bulletin 1408. 1964. 94 pp. 50 cents. Summarizes the findings from five case studies of the effects of plant shutdowns or large-scale layoffs related in part to technological change. Each summary covers the causes of displacement; labor market conditions at that time; measures taken to prevent displacement and help workers find jobs; the characteristics of the displaced workers; their job hunting experiences; and some job effects of displacements. The plants studied were in petroleum refining; iron foundries; and automotive equipment, glass jars, and floor covering manufacturing.

IMPACT OF OFFICE AUTOMATION IN THE INSURANCE INDUSTRY. USDL. Bureau of Labor Statistics. Bulletin 1468. 1966. 71 pp. 45 cents. Covers the extent and pace of office automation from 1954-63, caused by the introduction of electronic computers into insurance companies. Describes changes in occupational structure and occupational employment now and for the next decade, and trends in office productivity.

IMPLICATIONS OF AUTOMATION AND OTHER TECHNOLOGICAL DEVELOPMENTS: A SELECTED ANNOTATED BIBLIOGRAPHY. USDL. Bureau of Labor Statistics. Bulletin 1319-1. 1963. 90 pp. Out of print. See page 78 for annotation.

INDUSTRIAL RETRAINING PROGRAMS FOR TECHNOLOGICAL CHANGE, A STUDY OF THE PERFORMANCE OF OLDER WORKERS. USDL. Bureau of Labor Statistics. Bulletin 1368. 1963. 34 pp. Out of print. See page 59 for annotation.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

RECENT COLLECTIVE BARGAINING AND TECHNOLOGICAL CHANGE. USDL. Bureau of Labor Statistics. Report 266. (BLS). 1964. 14 pp. Free. Summarizes some collective bargaining approaches to problems of reduced income and job security arising from technological change. Illustrates approaches to reducing the impact of technological change on income and job security.

TECHNOLOGICAL TRENDS IN MAJOR AMERICAN INDUSTRIES. USDL. Bureau of Labor Statistics. Bulletin 1474. 1966. 269 pp. $1.50. Appraises some of the major technological changes emerging among American industries and projects the impact of those changes over the next 5 to 10 years. Major topics covered are technological change, productivity, and employment.

TECHNOLOGY AND MANPOWER IN DESIGN AND DRAFTING, 1965-75. USDL. Manpower Administration. Manpower Research Bulletin 12. (MA). 1966. 39 pp. Free. See page 12 for annotation.

TRAINING IN THE PERSPECTIVE OF TECHNOLOGICAL CHANGE: SEMINAR ON MANPOWER POLICY AND PROGRAMS. USDL. Manpower Administration. (MA). 1966. 25 pp. Free. Presents a condensed transcript of a manpower seminar on the importance of up-to-date vocational training. Suggests changes in the relationship among educators, employment service personnel, and businessmen.

VOCATIONAL EDUCATION – TRAINING FOR YESTERDAY'S JOBS? USDL. Manpower Administration. (MA). 1966. 4 pp. Free. See page 37 for annotation.

WORK FORCE ADJUSTMENTS TO TECHNOLOGICAL CHANGE. USDL. Bureau of Employment Security. (BES). 1963. 62 pp. Free. See page 38 for annotation.

WORKING WITH AUTOMATION. USDL. Manpower Administration. (MA). 1967. 34 pp. Free. Report of a seminar which discusses the impact of automation on American manpower.

Worker Mobility

The efficient allocation of labor depends on both occupational and geographic mobility. In recent years, there have been substantial changes in the occupational distribution of employment and in job requirements. Yet, the labor force has met this problem without any major difficulties. A rising educational level has been the major force behind the rapid and successful adjustment of the labor force to changing occupational requirements. Nevertheless, for many individuals occupational mobility is limited by the lack of adequate education and the inability to acquire the necessary skills. Geographic mobility is restricted by lack of information and by the inability of jobseekers to finance transportation, job search, and change of residence. Moreover, the mobility of workers is limited by job discrimination against minority group members and the nontransferability of pension and seniority rights from job to job.

The Federal Government is sponsoring studies to aid in the development of policies to increase worker mobility while preserving the traditional right of workers to choose their own employment. An amendment to the Manpower Development and Training Act of 1962 (MDTA) authorizes the Secretary of Labor to carry out a number of labor mobility projects designed to assess the feasibility of relocation assistance (grants or loans) in reducing unemployment.

"GEOGRAPHIC MOBILITY AND EMPLOYMENT STATUS," March 1962-March 1963. USDL. Bureau of Labor Statistics. Special Labor Force Report 44. Reprint No. 2443. (BLS). Free. Studies the extent to which unemployed workers pull up stakes and move to another community, and how this compares with the geographic movement of the employed.

MANPOWER REPORT: JOB CHANGING AND MANPOWER TRAINING. USDL. Manpower Report 10. (MA). 1964. 8 pp. Free. Discusses the meaning of newly derived statistics on job turnover. Gives reasons for job changes and reviews related training needs, especially for middle-age men.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

"OCCUPATIONAL MOBILITY OF EMPLOYED WORKERS." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* June 1967, pp. 31-38. Special Labor Force Report 84. Reprint No. 2531. (BLS). Free. Provides information on occupational mobility of persons 18 years of age and over between January 1965 and January 1966. Examines the extent of occupational mobility and the direction of the occupational shifts. Assesses the effects of demographic, social, and economic factors on occupational mobility.

OCCUPATIONAL MOBILITY THROUGH MDTA TRAINING. USDL. Manpower Administration. Manpower Evaluation Report E-2. (MA). 1964. 9 pp. Free. Discusses mobility patterns by occupational group, and evaluates the extent to which training programs under the Manpower Development and Training Act are meeting the needs of unemployed and underemployed persons.

WHY WOMEN START AND STOP WORKING. USDL. Bureau of Labor Statistics. Special Labor Force Report 59. Reprint No. 2576. (BLS). 1965. Free. Provides insight into the attitudes and motives which influence women's decisions to participate in or withdraw from the labor force.

SPECIAL GROUPS IN THE LABOR FORCE

Agricultural Migrants

Migrant agricultural workers–numbering about 400,000 in recent years–are an economically and socially handicapped group. Their incomes are small and their work is seasonal. Most migrant workers are required to pay their own travel and living expenses while they are away from home. The availability of work when they reach their destination often is uncertain, as are their wage rates and the duration of work. Generally, they are not covered by laws providing for unemployment insurance, or the right to bargain collectively with their employers. In addition, migrant workers–with their low levels of education and training–seldom qualify for nonfarm jobs.

The special problems of migratory farmworkers recently have been the focus of attention by Federal, State, and local governments. In 1966, the Office of Economic Opportunity approved grants to 76 agencies operating in 35 States for education, day-care, housing, and sanitation projects for migrant and seasonal farmworkers. Approximately 150,000 farmworkers benefited from these programs. In addition, many adult education programs have been organized under which farmworkers receive a stipend while attending classes, thus equipping them for additional job training programs and better paying jobs.

The U.S. Department of Labor's Employment Service has expanded its Annual Worker Plan. Under this program, workers, employers, and employment service officers attempt to regulate and maximize migrant worker employment and plan their work schedules in the most beneficial manner. Under the Smaller Communities Program of the Employment Service, detailed information is collected on the manpower resources of rural communities in 18 States. This program offers employment services to sparsely populated areas which cannot support a permanent office, develops training proposals, and provides placement and counseling services. The Farm Labor Service also is experimenting with counseling, training, and relocation programs for rural workers.

AGRICULTURE AND THE CHILD LABOR REQUIREMENTS UNDER THE FAIR LABOR STANDARDS ACT, AS AMENDED IN 1966. USDL. Wage and Hour and Public Contracts Divisions. Child Labor Bulletin 102. (WHPC). 1968. Free. See page 46 for annotation.

*COVERAGE OF AGRICULTURAL WORKERS UNDER STATE AND FEDERAL LABOR LAWS. USDL. Bureau of Labor Standards. Bulletin 264. (LSB). 1964. 27 pp. Free. Contains a series of maps and brief discussions which show how 10 major labor laws apply to migrant and agricultural workers in general, as well as those in the 50 States, the District of Columbia, and Puerto Rico.

"FARM LABOR SERVICE – PROGRESS AND PROSPECTS." USDL. Bureau of Employment Security. *Employment Security Review,* January 1963. pp. 1-68. 20 cents. Included in the January issue are a number of articles concerning agricultural migrant workers; examples are "Migrants are People," "What Migrant Farmworkers Expect from Employers," and "Education for Children of Migrants."

FARMWORKERS. USDL. Manpower Administration. (MA). 1966. 28 pp. Free. Surveys and makes recommendations regarding the employment conditions, employment requirements, income, job training, and community development of farmworkers. Contains specific information on migrating farmworkers, earnings of hired farmworkers, reduction in employment of foreign workers, and intensified domestic recruitment programs.

FROM THE FIELDS TO THE CLASSROOM: AN EXPERIMENT IN MIGRANT WORKER DEVELOPMENT. USDL. Manpower Administration. Reprint No. 8. (MA). 1965. 4 pp. Free. Examines an experimental Manpower Development and Training Act project that was intended to train culturally deprived unemployed heads of families from the migratory work force. Discusses project formation, recruitment, counseling, job placement, and usefulness of this project as a guide for starting new ones.

HIRED FARMWORKERS IN THE UNITED STATES. USDL. Bureau of Employment Security. (BES). 1964. 38 pp. Free. Contains sections on the work settings of hired farmworkers, their numbers, characteristics, employment patterns, wage rates, and earnings. Reviews the special problems of migratory U.S. farmworkers and foreign contract workers.

HOUSING FOR MIGRANT AGRICULTURAL WORKERS: LABOR CAMP STANDARDS. USDL. Bureau of Labor Standards. Bulletin 235. 1962. 112 pp. 50 cents. Provides detailed information on State laws and regulations relating to migrant agricultural housing, including coverage and administration, site and physical facilities, and sanitary facilities. Discusses voluntary State and county standards.

*INFORMATION ABOUT INSURANCE FOR INTERSTATE FARM LABOR CONTRACTORS. USDL. Bureau of Employment Security. Leaflet. (BES). 1966. 3 pp. Free. Advises the migrant worker of his travel insurance rights and coverage under the Farm Labor Contractor Registration Act.

*MAJOR AGRICULTURAL MIGRANT LABOR DEMAND AREAS. USDL. Bureau of Employment Security. Booklet. (BES). 1965. 14 pp. Free. Consists of a series of monthly maps that show major crop production centers where migratory agricultural workers usually are employed.

MIGRANT AND THE ECONOMIC OPPORTUNITY ACT, THE. OEO. Leaflet. (OEO). 1965. 5 pp. Free. Gives examples of migrant assistance programs that provide for housing, sanitation, education, day-care, counseling, and training. Presents information on how to apply for assistance.

STATE COMMITTEES ON SEASONAL AGRICULTURAL LABOR: THEIR ORGANIZATION AND PROGRAMS. USDL. Bureau of Labor Standards. Bulletin 274. (LSB). 1965. 72 pp. Free. Provides a look at labor committees which were organized in 28 States to conduct action programs for service to agricultural workers, particularly the domestic migrant. Gives a State by State breakdown of the Committee membership, activities, publications, and methods of financing. Lists related Federal legislation and agencies that are sources of further information.

TERMINATION OF THE BRACERO PROGRAM: SOME EFFECTS ON FARM LABOR AND MIGRANT HOUSING NEEDS. USDA. Economic Research Service. Agricultural Economic Report 77. (USDA). 1965. 29 pp. Free. Deals with the termination of Public Law 78, which permitted the entry of foreign farmworkers. Reviews the history, composition, and size of the supplemental farm work force in 1963, and estimates the replacement labor needed. Studies the migrant housing problems resulting from the termination of the bracero program.

WELCOME STRANGER–GOODBYE FRIEND: A GUIDE TO COMMUNITY EFFORTS TO IMPROVE CONDITIONS FOR AGRICULTURAL MIGRANTS. USDL. Bureau of Labor Standards. Bulletin 258. (LSB). 1964. 14 pp. Free. Outlines the organization of a community program to meet the needs of migrant workers. Lists the State and Federal agencies concerned with agricultural migrants. Contains a bibliography of reference materials.

WHAT CREW LEADERS AND CONTRACTORS OF FARM WORKERS SHOULD KNOW ABOUT CHILD LABOR IN AGRICULTURE UNDER THE FAIR LABOR STANDARDS ACT. USDL. Wage and Hour and Public Contracts Divisions. Leaflet. (WHPC). 1963. Free. See page 48 for annotation.

Apprentices

Apprenticeship is training for those occupations, commonly known as skilled crafts or trades, that require a wide and diverse range of skills and knowledge, as well as extensive work experience. There are about 400 apprenticeable occupations, representing 90 trades.

Training for craftsmanship under apprenticeship programs is based largely upon on-the-job practice under the supervision of a skilled journeyman. Such training is often combined with classroom instruction in the practical and theoretical aspects of a trade. Apprenticeship provides a job and, at the same time, a long-term training program. The duration of apprenticeships generally ranges from 2 to 6 years, depending upon the complexities of the skills involved.

Only a small proportion of young persons currently are being trained in apprenticeship programs. At the end of 1966, about 208,000 apprentices were covered by programs registered by the Department of Labor or cooperating State agencies. Three major trade groups accounted for more than 85 percent of the registered apprentices. Fifty-nine percent were in the building trades (in the construction industry and elsewhere), almost 22 percent in the metal trades, and 6 percent in the printing trades.

The U.S. Department of Labor's Bureau of Apprenticeship and Training (BAT) has long been promoting apprenticeship training by encouraging the establishment of apprenticeship programs and by providing technical assistance for setting up such programs. The Bureau works closely with employers, labor, vocational schools, and others concerned with apprenticeship programs. In this undertaking, both labor and management have the assistance of the Bureau's field representatives located in each of the 50 States.

APPRENTICESHIP AND ECONOMIC CHANGE. USDL. Bureau of Apprenticeship and Training. Technical Report 3. (BAT). 1964. 24 pp. Free. Presents facts and figures on the number of new apprentices and their completion rates. Discusses new trends in apprenticeshp with a section devoted to relating educational and occupational factors to apprenticeship.

APPRENTICESHIP AND UNEMPLOYMENT. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1964. 11 pp. Free. Discusses, with the help of tables, the problem of the declining number of active apprentices since the period 1956-57. Considers the effect of recessions, unemployment, and better qualified high school graduates on the number of new registered apprentices and those that complete their training.

*APPRENTICESHIP FOR ME. USDL. Bureau of Apprenticeship and Training. Leaflet. (BAT). 1964. 11 pp. Free. Discusses the objectives of apprenticeship, the consideration of a skilled trade as a career, and the terms of training for various trades. Lists the addresses of the Bureau of Apprenticeship and Training regional offices.

BUREAU OF APPRENTICESHIP AND TRAINING, THE. USDL. Bureau of Apprenticeship and Training. Booklet. (BAT). 1966. 8 pp. Free. Describes the nature and purpose of the national apprenticeship program and the functions of the Bureau of Apprenticeship and Training. Lists regional offices of the Bureau where further information and technical assistance for apprenticeship programs can be obtained.

*NATIONAL APPRENTICESHIP PROGRAM, THE. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1965. 31 pp. Free. Describes the national, State, and management-labor roles in apprenticeship programs. Gives standards and applicant information on skill training. Provides a directory of occupational listings under basic trade classifications with code number references to the *Dictionary of Occupational Titles.*

NEGROES IN APPRENTICESHIP. USDL. Manpower Administration. Manpower Automation Research Monograph No. 6 (MA). 1967. 38 pp. Free. See page 58 for annotation.

*PLANNED TRAINING – YOUR FUTURE SECURITY. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1965. 10 pp. Free. Develops guidelines for a career choice through apprenticeship. Covers the benefits, qualifications, and application sources. Appendixes list the training periods for skilled trades, the Bureau of Apprenticeship and Training regional offices, and State apprenticeship agencies.

TRAINING OF WORKERS IN AMERICAN INDUSTRY. USDL. Bureau of Apprenticeship and Training. Booklet. (BAT). 1964. 94 pp. Free. See page 37 for annotation.

The U.S. Department of Labor's Bureau of Apprenticeship and Training also publishes a series of pamphlets listing the apprenticeship standards for specific trades. Each pamphlet generally contains a breakdown of the trade's apprenticeship system, qualifications, program information, recommended work experience schedules, relevant

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Federal regulations, and sample apprenticeship agreements. The following are some of the more recent National Apprenticeship Standards pamphlets:

*AUTOMOBILE MECHANICS. (BAT). 1966. 26 pp. Free.

*CARPENTRY. (BAT). 1965. 27 pp. Free.

*DENTAL LABORATORY TECHNICIANS. (BAT). 1965. 29 pp. Free.

*PAINTING, DECORATING, PAPERHANGING. (BAT). 1964. 20 pp. Free.

*PLASTERING. (BAT). 1965. 42 pp. Free.

*ROOFERS. (BAT). 1964. 33 pp. Free.

*SHEET METAL. (BAT). 1965. 42 pp. Free.

Handicapped Workers

Vocational rehabilitation of the almost 2½ million physically handicapped persons of working age is a major problem in the United States. In addition, about 3 million mentally retarded persons are considered to have potential for earning a living. Despite their impairments, handicapped workers, as a group, have proven themselves to be efficient and dependable. After sufficient training they can compete with nonhandicapped workers. Placement of the handicapped, however, is hindered by bias on the part of many employers who believe that handicapped workers lack the ability and dedication to perform well on the job.

Action to combat employer prejudices is being taken on many fronts. For example, the Federal Coordination Program for Employment of the Handicapped, established in 1964, placed 9,000 handicapped workers in Federal Government jobs the first year, and 17,000 in 1966. Similarly, a cumulative total of 3,900 mentally retarded workers have been placed in 39 Federal Government agencies between the program's initiation in 1964 and late 1967. In addition, hundreds of mentally retarded persons are being trained annually for many different occupations under this program. The Vocational Rehabilitation Act amendments of 1965 made possible increased Federal participation in the rehabilitation of the severely handicapped. Handicapped workers who lose their jobs in distressed areas, or who are unemployed for long periods, may qualify for assistance under Federal manpower training and retraining programs. In addition, much work has been done by voluntary associations and large industrial employers to help the handicapped.

APPLICATION FOR EMPLOYMENT: TO AMERICAN INDUSTRY FROM THE PHYSICALLY HANDICAPPED. PCEH. (PCEH). 1965. 24 pp. Free. Discusses the importance of the handicapped worker in the accelerating search for trained manpower in the U.S. Compares the abilities and records of the handicapped with unimpaired workers. Presents several case histories of handicapped workers now gainfully employed.

BUILDING AND MAINTAINING COMMUNITY SUPPORT. PCEH. (PCEH). 1966. 32 pp. Free. Tells why community involvement is important in promoting employment of the handicapped and how the community can help. Lays own guidelines for an effective organization at the local level, including, how to conduct an organizational meeting; a calendar of year-round activities; and some samples of actual plans, bylaws, and State organizational patterns.

EMPLOYMENT ADJUSTMENT OF VETERANS WITH HISTORIES OF PSYCHOSIS AND PSYCHONEUROSIS, THE. VA. Department of Veterans Benefits. TR. 22-1. 1963. 47 pp. 25 cents. Reports on the occupations and personnal adjustments of veterans with histories of functional psychiatric conditions. Discusses vocational potential and work adjustment capacities of these people. Lists industries where they are employed.

EMPLOYMENT ASSISTANCE FOR THE HANDICAPPED. PCEH. (PCEH). 1966. 37 pp. Free. A directory of Federal and State programs to help the handicapped in the direction of rehabilitation, training, and employment. Gives eligibility requirements and tells where to apply.

GUIDE TO JOB PLACEMENT OF THE MENTALLY RESTORED. PCEH. (PCEH). 1965. 41 pp. Free. Discusses the characteristics of the mentally restored and special considerations to be taken in dealing with them. Contains a discussion aimed at helping counselors and employers to better evaluate the prospective employee who is mentally restored.

GUIDE TO JOB PLACEMENT OF THE MENTALLY RETARDED. PCEH. (PCEH). 1965. 16 pp. Free. Intended to help counselors and employers better evaluate the job potentials of retarded persons entering the labor force. Discusses the characteristics of the mentally retarded and special considerations necessary in their training and job placement.

HOW TO GET A JOB. PCEH. (PCEH). 1967. 29 pp. Free. Contains helpful tips on where to go and how to apply for work. It is written at the elementary school level for mentally retarded job-seekers.

MENTALLY RETARDED, THE: THEIR SPECIAL TRAINING NEEDS. USDL. Manpower Administration. Bulletin 6. (MA). 1964. 18 pp. Free. Lists some of the characteristics of retarded persons and some of the occupations for which they can be trained. Contains information on training methods and services, and some new training and employment possibilities.

OPERATION VOLUNTEERS: THE WOMEN'S COMMITTEE OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED. PCEH. Leaflet. (PCEH). 1963. Free. An invitation to women and women's groups to help "create a climate" of positive attitudes that will result in more jobs for handicapped workers.

"PROGRESS IN SERVING THE HANDICAPPED." USDL. Bureau of Employment Security. *Employment Security Review,* August-September 1963, pp. 3-26. 30 cents. Included in this issue are articles which discuss the problems of placing handicapped workers. Examples of articles are, "Training of Handicapped in Ohio," "Specialized Services for the Severely Handicapped," and "Does MDTA Benefit the Handicapped?"

PURSUIT OF HAPPINESS, THE: A PROGRAM GUIDE, 1966-67. PCEH. Booklet. (PCEH). 1966. 25 pp. Free. Presents information on and description of the handicapped and their abilities. Lists some methods of organizing community groups toward effective action in aiding the handicapped. Gives information on various publications, films, and exhibits distributed by the Committee.

*SEVEN SERVICES–HOW THE EMPLOYMENT SERVICE HELPS THE HANDICAPPED. USDL. Bureau of Employment Security. Booklet. (BES). 1966. Free. Explains the efforts of the U.S. Employment Service in aiding the handicapped through employment service resources and in cooperation with other agencies. Discusses seven kinds of assistance furnished to help the handicapped worker find a suitable job. Included among these services are: appraisal of applicant's capacities; counseling; and referral and followup service.

SO YOU'RE GOING TO HIRE THE MENTALLY RETARDED. PCEH. (PCEH). 1963. Free. A few "do's" to keep in mind if you have decided to hire a mentally retarded worker. Also a number of comments by employers about their experiences with retarded workers after they had been on the job 12 years. Compares their work records, production, attendance, earnings, etc., with the nonretarded.

SPECIAL REPORT TO THE PRESIDENT – REPORT OF THE ADVISORY COUNCIL OF THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED. PCEH. Booklet. (PCEH). 1965. 68 pp. Free. Presents information on various topics dealing with the retarded, including: Opportunities under the President's Anti-Poverty Program; mentally restored and mentally retarded; agricultural rehabilitation and employment; and benefits for the severely handicapped. Gives various agency reports on the programs and progress made in these areas.

THEY RETURN TO WORK. . .THE JOB ADJUSTMENT OF PSYCHIATRICALLY DISABLED VETERANS OF WORLD WAR II AND THE KOREAN CONFLICT. VA. Department of Veterans Benefits. Pamphlet No. 22-9. 1963. 210 pp. 70 cents. Reports the work experiences and personal adjustments of psychiatrically disabled veterans, by occupation.

*TIPS FOR HANDICAPPED JOB SEEKERS: SOME DO'S AND DON'TS WHEN APPLYING FOR WORK. PCEH. Leaflet. (PCEH). 1962. Out of Print. Gives advice to handicapped workers who are about to apply for work.

TO WORK AGAIN. . .TO LIVE AGAIN. VA. Pamphlet No. 21-65-1. (VA). 1965. 127 pp. Free. An intensive discussion of vocational training for disabled homebound veterans. Presents information on the preliminary considerations for developing a vocational plan and on directives for the development, setting up, and carrying out of the vocational plan. Gives selected case narratives and case studies by training objective and type of disability. Includes a bibliography.

VOCATIONAL REHABILITATION OF THE DISABLED: THE PUBLIC PROGRAM. USDHEW. Office of Program Analysis. 1966. 30 pp. 25 cents. Discusses the Vocational Rehabilitation Act amendments of 1965. Describes the public vocational rehabilitation program and key characteristics of the rehabilitated. Identifies current research projects in vocational rehabilitation.

WASTED ASSETS? PCEH. Booklet. (PCEH). 1965. 15 pp. Free. Gives brief summaries of how seven different communities have gone about informing and improving public understanding of the employment needs, abilities, and skills of the mentally restored.

Minority Groups

The enactment of the Civil Rights Act of 1964 marked the efforts of the Federal Government to put an end to discrimination in the hiring and career advancement of minority groups. However, Negroes and other minority groups often are disadvantaged because of a lack of education and training. Although the economic status of Negroes has improved steadily in recent decades, they still lag behind the majority of citizens in economic well-being. Negroes continue to be concentrated in the low-skilled occupations and their rate of unemployment is about twice that for white workers. Members of other minority groups–for example, Puerto Ricans and Mexicans–have the additional problem of language barriers.

Federal efforts to promote equal job opportunities for Negroes and other minority groups have been intensified in recent years. The Economic Opportunity Act, enacted in 1964, is designed to improve the motivation, skills, employability, and social outlook of the young people of the country. Under the Manpower Development and Training Act, members of minority groups are being prepared for occupations that offer greater stability of employment. Also, in January 1964, the U.S. Department of Labor issued regulations barring the registration of apprenticeship programs that fail to ensure equality of opportunity.

AMERICA IS FOR EVERYBODY. USDL. Bureau of Employment Security. 1963. 19 pp. 30 cents. Reports on the progress of the Negro towards social and economic equality. Discusses Federal Government efforts to end racial discrimination in education, training, and employment. Presents statistics on the number of Negro workers, their unemployment rates, educational attainment, and income levels.

COUNSELING MINORITY GROUP YOUTH: DEVELOPING THE EXPERIENCE OF EQUALITY THROUGH EDUCATION. The Ohio Civil Rights Commission, Columbus, Ohio. (Ohio Scholarship Tests, 751 Northwest Blvd., Columbus, Ohio 43212.) 1962. 139 pp. 50 cents. Supplies counselors with information to help them guide minority group youth toward equality of opportunity. Discusses social and psychological considerations in counseling, improving the teaching and instructional methods for minority group youth, and testing their individual potential. Presents guidelines for working with minority youths. Includes an excellent bibliography.

ECONOMIC OPPORTUNITY ACT OF 1964, AS AMENDED. OEO. Pamphlet. (OEO). 1965. 38 pp. Free. Records the provisions of the Economic Opportunity Act of 1964, as amended. Includes information on youth programs, urban programs, community action programs, employment and investment incentives, and other methods and programs to combat poverty.

EMPLOYMENT - ECONOMIC GROWTH - EQUAL OPPORTUNITY RESEARCH JOINT EFFORT. Report of the Governor's Committee on Unemployment. Springfield, Illinois. (Illinois Information Service, Capitol Building, Springfield, Illinois 62706.) 1963. 217 pp. $1.50. Discusses the problem of unemployment in the State and recommends solutions. Emphasizes the special problems of minority group members.

*EQUAL OPPORTUNITY IN FEDERAL EMPLOYMENT. USCSC. Pamphlet. (USCSC). 1966. 6 pp. Free. Explains the steps taken by the Federal Government to eliminate discrimination in personnel practices and to assure that equal opportunity principles are an integral part of the day-to-day operations of the Government's personnel system.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. Contains sections on the problems of minority groups. See page 42 for complete annotation.

NEGROES IN APPRENTICESHIP. USDL. Manpower Administration. Manpower Automation Research Monograph No. 6. (MA). 1967. 38 pp. Free. A report on the opportunities and problems of Negroes in apprenticeships, based on a research study conducted through a Manpower Administration contract.

NEGROES IN THE UNITED STATES – THEIR ECONOMIC AND SOCIAL SITUATION. USDL. Bureau of Labor Statistics. Bulletin 1511. 1966. 244 pp. $1.25. Discusses Negro population trends, occupations, unemployment rates, income levels, and educational attainment. Estimates the effects of selected Federal programs on employment and unemployment. Contains a bibliography and a large number of illustrative graphs, and tables.

SOCIAL AND ECONOMIC CONDITIONS OF NEGROES IN THE UNITED STATES. USDL. Bureau of Labor Statistics and USDC. Bureau of the Census. BLS Report 332. Current Population Reports, Series P-23, No. 24. 1967. 97 pp. 55 cents. A statistical report about the social and economic conditions of the Negro population of the United States. Presents information on recent changes in income, employment, education, housing, health, and other major aspects of life.

THE MANPOWER POTENTIAL IN OUR ETHNIC GROUPS. USDL. Manpower Administration. (MA). 1967. 24 pp. Free. Discusses the untapped and often unrecognized employment characteristics and special skills of minority groups within our society.

THE QUIET REVOLUTION. OEO. 2d Annual Report. (OEO). 1966. 137 pp. Free. Contains information on training and employment programs for minority groups. See page 42 for complete annotation.

*VISTA AT WORK. OEO. Pamphlet No. V-21b. (OEO). 1965. 22 pp. Free. Describes Vista's (Volunteers in Service to America) urban and rural projects, projects specifically for migrant workers, Indians, and the mentally handicapped.

*VISTA SERIES: A SUMMARY. OEO. Leaflet No. V-22a. (OEO). 1966. 4 pp. Free. Briefly describes Vista's (Volunteers in Service to America) accomplishments among the urban poor, migrant workers, Indians, and others. Indicates the demand for interesting facts by prospective volunteers.

WORK EXPERIENCE PROGRAM, TITLE V – ECONOMIC OPPORTUNITY ACT OF 1964. USDHEW. Bureau of Family Services. Leaflet No. W-2. (OEO). 1966. 5 pp. Free. Provides information on a program to provide work experience and training for low-income families. Lists examples of projects designed to develop new or improve skills, conserve existing skills, prevent deterioration of work habits, or attain employment for older persons.

Older Workers

Although older workers are less likely than younger workers to lose their jobs, those who become unemployed often face serious difficulties in getting new jobs and may remain unemployed for long periods. Older workers are likely to have less formal education than younger people and their education may not be keyed to current occupational demands; they often encounter hiring age limits set by employers; and they may find it difficult to move to areas offering greater employment opportunities because of home ownership, and family and other community ties. Older workers also may be forced to take jobs that make little or no use of their previously acquired skills and experience.

In recent years, both the Federal and State Governments have taken steps to meet the problems of older workers. Notable among these steps is the Manpower Development and Training Act of 1962 (MDTA), which provides for training of unemployed and underemployed workers who lack the skills needed in today's labor market. Recent amendments to MDTA provide for basic literacy training. Provision is made for subsistence allowances during the training period and relocation allowances designed to assist individuals leaving an area to find appropriate employment. Similarly, the Economic Opportunity Act of 1964 established several programs that offer financial support or pay training costs for needy adults who enroll in projects intended to eliminate illiteracy and raise their levels of education or training.

Other programs include the assignment of older worker specialists to a number of State employment service agencies that are cooperating with training, rehabilitation, and welfare agencies serving older workers.

*HOW TO APPLY FOR A FOSTER GRANDPARENT PROJECT. OEO. Booklet No. C-29. (OEO). No Date. 13 pp. Free. Discusses the Foster Grandparent program which employs low-income persons over 60 to serve deprived children. Comments on typical working conditions and recommends application procedure for interested communities.

INDUSTRIAL RETRAINING PROGRAMS FOR TECHNOLOGICAL CHANGE, A STUDY OF THE PERFORMANCE OF OLDER WORKERS. USDL. Bureau of Labor Statistics. Bulletin 1368. 1963. 34 pp. Out of print. A study of the types of technological change giving rise to the need for retraining in industry, and of the effectiveness with which displaced older workers adapt to such retraining.

"LABOR MARKET EXPERIENCE OF UNEMPLOYED OLDER WORKERS." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* March 1963, pp. 282-284. 75 cents. Reports the findings of a study of unemployed older persons in Peoria, Illinois. Discusses the length of their unemployment, previous work experience, and jobseeking behavior.

*MEMO ON JOB FINDING FOR THE MATURE WOMAN. USDL. Women's Bureau. Leaflet No. 13. 1963. 5 cents. See page 64 for annotation.

MR. BUSINESSMAN – ARE YOU CUTTING YOURSELF OFF FROM ONE-THIRD OF YOUR LABOR SUPPLY. USDL. Bureau of Employment Security. Pamphlet. (BES). 1966. Free. Attempts to correct some of the misconceptions that employers have about hiring workers over 40. Gives some of the attributes of the over 40 worker.

*OLDER VOLUNTEERS IN THE PEACE CORPS. USDS. Peace Corps. Leaflet. (PC). 1962. Free. See page 33 for annotation.

POVERTY AND THE OLDER AMERICAN. OEO. Pamphlet. (OEO). 1966. 28 pp. Free. Reports on the extent and characteristics of poverty among the older poor. Discusses the causes of poverty and potential remedial programs.

THE EMPLOYMENT OF RETIRED MILITARY PERSONNEL. USDL. Manpower Administration. Manpower/Automation Research Notice. (MA). 1966. Free. See page 61 for annotation.

*VISTA AT MY AGE? OEO. Pamphlet No. U-19. (OEO). 10 pp. Free. Challenges citizens of retirment age to share their skills with deprived Americans. Gives facts about Vista (Volunteers in Service to America) and lists the occupational work and benefits for volunteers.

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The U.S. Department of Health, Education, and Welfare's Administration on Aging, publishes several informative references dealing specifically with the problems, both social and economic, of the aged.

ARE YOU PLANNING ON LIVING THE REST OF YOUR LIFE? USDHEW. Administration on Aging. AOA Publication No. 803. 1965. 72 pages. 30 cents. Designed to help people plan for retirement and overcome problems associated with it, including relocation of home, income adjustment, budgeting, nutrition, health and recreation.

A TIME OF PROGRESS FOR OLDER AMERICANS - REPORT OF THE PRESIDENT'S COUNCIL ON AGING. USDHEW. President's Council on Aging. AOA Publication No. 137. 1968. 58 pages. 50 cents. A review of the progress that has been made by Federal programs for older people since 1965. Reviews such major areas as health care; housing; employment; income in retirement; and independent, meaningful living in retirement. Appendixes summarize legislation for the elderly, and the growth of the older population.

FACTS ABOUT OLDER AMERICANS. USDHEW. Administration on Aging. AOA Publication No. 410. 1966. 10 cents. Presents a statistical profile of the older population, including geographical distribution, their living arrangements, marital status, income, spending habits, and labor force participation.

YOU, THE LAW AND RETIREMENT. USDHEW. Administration on Aging. AOA Publication No. 800. 1966. 36 pages. 25 cents. Provides a basic guide to the legal problems of retirement and instances when a lawyer should be consulted. It advises the older person about drawing up a will, arranging control of assets, or beginning a small business.

Part-Time Workers

One of the notable postwar changes in the utilization of this country's manpower is a marked increase in part-time employment–employment for fewer than 35 hours a week. The great bulk of such employment is voluntary in the sense that the workers are not seeking full-time employment. Part-time workers are primarily housewives and students who are not available or willing to work full-time because of family, school, or other obligations. Another large group is composed of semiretired persons and others who prefer not to work a full week, or cannot because of ill health or partial disability.

Workers on part-time for economic reasons are those who want full-time work but cannot find it, or who are employed on jobs that are ordinarily full-time but have been cut back because of business conditions. In 1966, these workers accounted for nearly one-sixth of the total part-time employed.

The recent prolonged period of prosperity has helped the employment situation of those seeking part-time work. Employment among full-time workers rose 1.8 million in 1966, 230,000 less than in 1965; the increase in 1966 among part-time workers was 600,000, double that for the previous year.

"EMPLOYMENT OF SCHOOL AGE YOUTH, OCTOBER 1966." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* August 1967, pp. 20-26. Special Labor Force Report 87. Reprint No. 2538. (BLS). Free. Reports on the employment of school age youth. Some of the topics covered are occupations, hours of work, unemployment, and out of school youth. Includes information on full or part-time work status.

"MOONLIGHTING – AN ECONOMIC PHENOMENON." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, October 1967, pp. 17-22. Special Labor Force Report 90. Reprint No. 2547. (BLS). Free. Reports on the incidence and causes of multiple job holding. Describes personal and economic characteristics of multiple jobholders including age, sex, race, occupation, industry of employment, and hours of work. Presents data on trends in multiple jobholding.

"WORK EXPERIENCE OF THE POPULATION." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, January 1968, pp. 35-45. Special Labor Force Report 91. Reprint No. 2555. (BLS). Free. Reports on changes in work experiences of various groups in the labor force. Gives the occupations and industries of employed and unemployed workers. Includes discussions of full and part-time employment.

Veterans

The serviceman who returns to civilian life has several alternatives as to what his future work status will be. He may choose to return to the job he held prior to entering the service, or he may decide to obtain training to better equip him in the civilian world of work.

The Universal Military Training and Service Act of 1947 guarantees to the veteran the same seniority, status, and pay he would have received if he had continued his employment from the time of his entering the Armed Forces until the time of his reemployment. Training allowances are available under the Manpower Development and Training Act of 1962, as amended, to ex-servicemen who are enrolled in vocational school programs to learn a skill needed in industry. On-the-job training and other programs for veterans are also available under the MDTA. Under the benefits of the Veterans Readjustment Act of 1966, veterans can receive aid for up to 36 months of college or other institutional training.

In addition to the training and education programs available to veterans, efforts are being made to make Armed Forces training equip the serviceman with skills and experience that will aid him in obtaining a civilian occupation as well as for his duties while in the service.

EMPLOYMENT SERVICES FOR VETERANS. USDL. Bureau of Employment Security. Booklet. (BES). 1967. 22 pp. Free. Gives some characteristics of the veteran population and describes the program of employment services to veterans. Discusses the older veteran, occupational retraining, and gives some statistics on the employment and earnings of veterans in the labor force.

*FIELD LETTER. NO. 20. USDL. Office of Veterans' Reemployment Rights. Booklet. 1963. 22 pp. 15 cents. Presents an explanation of the Amendments to the Reemployment Rights Provisions of the Universal Military Training and Service Act of 1947. Gives the effects of the changes on the rights of servicemen and the obligations of their employers.

*GOING BACK TO CIVILIAN LIFE. USDD. Pamphlet No. DOD PA-5. (USDD). 1965. 22 pp. Free. Provides information for men soon to be separated from active duty. Reports on such matters as reemployment rights, jobfinding assistance, vocational rehabilitation, hospitalization, VA loans, insurance, and problems with military uniforms, awards, and records. Lists sources of advice and assistance, and service obligations after separation.

*INFORMATION SHEET ON REEMPLOYMENT RIGHTS. USDL. Office of Veterans' Reemployment Rights. Leaflet. (OVRR). 1966. Free. Explains some of the more important provisions of the Universal Military Training and Service Act of 1947. Presents information on the serviceman's employment rights and the obligations of employers.

THE EMPLOYMENT OF RETIRED MILITARY PERSONNEL. USDL. Manpower Administration. Manpower/Automation Research Notice. (MA). 1966. Free. A brief summary of a study undertaken to deal with the problems that retired military personnel face upon entering civilian employment.

*THE RIGHT JOB - A LABOR DEPARTMENT GUIDE FOR RETURNING SERVICEMEN. USDL. Office of Veterans' Reemployment Rights. Pamphlet. (OVRR). 1966. Free. Gives information on reemployment rights, employment opportunities available to returning servicemen, and the availability of unemployment compensation. Provides information on occupational outlook leaflets available to ex-servicemen.

*WHAT EVERY VETERAN SHOULD KNOW ABOUT THE MANPOWER DEVELOPMENT AND TRAINING ACT. USDL. Bureau of Employment Security. (BES). 1965. 4 pp. Free. See page 38 for annotation.

*YOUR CIVIL SERVICE VETERAN PREFERENCE. USCSC. Pamphlet No. 48. 1967. 6 pp. 5 cents. Explains the classes of preferences provided for veterans seeking Federal employment. Tells how these preferences are applied to examinations, appointments, and job retention; and discusses some other preference benefits.

Women and Girls

The rising number of women workers and their expanding job opportunities attests to their growing contribution to economic activity. Between 1966 and 1980, the number of women in the labor force is expected to rise from about 28 million to 36 million, an increase of about 29 percent.

For some time women have been faced with problems that limit the full realization of their economic potential. For example, since women's occupational role traditionally has been narrowly conceived, the extent of their education and training often has been limited. Consequently, many of the lowest paid jobs in manufacturing and service industries have been filled by women. Many barriers to the employment of women were dropped when the Civil Rights and Equal Pay Acts of 1964 were enacted.

Since many married women now enter the labor market because home and family responsibilities take less time, they need specialized guidance and counseling in making decisions concerning education, employment opportunities, and leisure time activities. Women returning to work after years of homemaking often have job placement problems, because the skills they once possessed are obsolete. Young girls need to be made aware of the careers open to them and encouraged to enter occupations where their greatest interests lie.

(SEE ALSO: Occupational and Industry Manpower Literature, page 4; Labor Standards, page 46; and Sources of Statistics Useful to Counselors, page 69.)

AMERICAN WOMEN, REPORT OF THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN. President's Commission on the Status of Women. 1963. 86 pp. $1.25. Presents up to date findings and recommendations regarding the opportunities and responsibilities of women in American life. Discusses such subjects as education, the home and community, protective labor legislation, civil and political rights, and special problems of Negro women.

BACKGROUND FACTS ON WOMEN WORKERS IN THE UNITED STATES. USDL. Women's Bureau. (WB). 1966. 16 pp. Free. Contains information on women workers in the economy. Some of the topics covered are labor force status, industry of employment, occupation, earnings, and educational attainment.

CLERICAL OCCUPATIONS FOR WOMEN, TODAY AND TOMORROW. USDL. Women's Bureau. Bulletin 289. 1964. 69 pp. 35 cents. Examines the trends in clerical jobs and discusses expectations for clerical employment in the future. Surveys a number of clerical occupations and considers the possible effects of automation on clerical work.

COLLEGE WOMEN SEVEN YEARS AFTER GRADUATION – RESURVEY OF WOMEN GRADUATES – CLASS OF 1957. USDL. Women's Bureau. Bulletin 292. 1966. 54 pp. 40 cents. Covered are topics such as characteristics of graduates; employment status in 1964; family status and employment; occupational patterns; and work histories of graduates. Contains information on counseling and placement services; continuing education programs; and graduate fellowships, grants, and loan programs.

*CONTINUING EDUCATION PROGRAMS FOR WOMEN. USDL. Women's Bureau. Pamphlet No. 10. 1966. 31 pp. 20 cents. Describes continuing education programs for women. Gives a list of special educational programs by area. Contains a bibliography of selected readings.

COUNSELING GIRLS AND WOMEN: AWARENESS, ANALYSIS, ACTION. USDL. Bureau of Employment Security. 1966. 71 pp. 60 cents. Contains information on some of the basic aims of counselors with the special considerations appropriate for counseling girls and women, especially in connection with their role in society.

COUNSELING GIRLS TOWARD NEW PERSPECTIVES. USDL. Women's Bureau. 1966. 88 pp. 35 cents. Discusses problems and prejudices that occur in the counseling of girls. Covers such topics as restrictions on career choices and the counselor's effect on career choices of girls.

CURRENT DATA ON NONWHITE WOMEN WORKERS. USDL. Women's Bureau. (WB). 1965. 13 pp. Free. Presents current data on nonwhite women workers. Categories include labor force status, age group, and occupation.

DIGEST OF STATE EQUAL PAY LAWS. USDL. Women's Bureau. (WB). 1965. 26 pp. Free. Lists, in chart form, the equal pay laws of the 50 States.

*FEDERAL CAREERS FOR WOMEN. USCSC. Pamphlet No. 35. 1967. 14 pp. 10 cents. Lists reasons why women should consider a Government career, and traces the history of women's progress in Government employment. Gives information on how to begin a Federal Government career and get the job you want.

FRINGE BENEFIT PROVISIONS FROM STATE MINIMUM WAGE LAWS AND ORDERS. USDL. Women's Bureau. Bulletin 293. 1966. 112 pp. 55 cents. Lists, by State, fringe benefits provisions of State minimum wage laws that are applicable to women.

*FUTURE JOBS FOR HIGH SCHOOL GIRLS. USDL. Women's Bureau. Pamphlet No. 7. 1966. 67 pp. 30 cents. Describes many of the occupations that are open to female high school graduates and some tips on how to get additional training and experience.

HANDBOOK ON WOMEN WORKERS, 1965. USDL. Women's Bureau. Bulletin 290. 1965. 321 pp. $1. Contains factual information covering the participation and characteristics of women in the labor force, patterns of their employment, occupations, income, education and training, and the Federal and State laws affecting the civil, political and employment status of women. Lists professional and social organizations for women. Published biennially.

INFORMATION ON THE EQUAL PAY ACT OF 1963. USDL. Wage and Hour and Public Contracts Divisions. (WHPC). 1963. 11 pp. Free. Explains provisions of the Equal Pay Act of 1963 that were enacted to correct wage differentials, based on sex, in industries engaged in commerce or in the production of goods for commerce.

*JOB HORIZONS FOR COLLEGE WOMEN IN THE 1960'S. USDL. Women's Bureau. Bulletin 288. 1967. 83 pp. 30 cents. Contains information on the job market for women, graduate education, fellowships and loans, and other data of interest to parents and counselors and to young women preparing for college.

*JOB TRAINING SUGGESTIONS FOR WOMEN AND GIRLS. USDL. Women's Bureau. Leaflet No. 40. 1965. 12 pp. 10 cents. Relates the importance of training to women who are seeking employment. Gives information on the types of training available and where it can be obtained.

***KNOW YOUR RIGHTS–WHAT A WORKING WIFE SHOULD KNOW ABOUT HER LEGAL RIGHTS. USDL. Women's Bureau. (WB). 1965. 14 pp. Free. Discusses the rights and responsibilities of the working wife. Written in the form of a question and answer discussion.**

***LAWS ON SEX DISCRIMINATION IN EMPLOYMENT. USDL. Women's Bureau. (WB). 1967. 13 pp. Free. Discusses Title VII of the Federal Civil Rights Act which prohibits discrimination in private employment based on sex.**

***MEMO ON JOB-FINDING FOR THE MATURE WOMAN. USDL. Women's Bureau. Leaflet No. 13. 1963. 5 cents. Explains the importance of job skills, planning interviews, and social security coverage to mature women seeking work.**

NEW APPROACHES TO COUNSELING GIRLS IN THE 1960'S. USDL. Women's Bureau. Report. 1966. 88 pp. 30 cents. Discusses problems and prejudices that occur in the counseling of girls. Makes recommendations for the improvement of counseling services.

***OPPORTUNITIES FOR GIRLS IN CRAFTS AND TRADES. USDL. Women's Bureau. Leaflet. 1966. 6 pp. Free. Discusses how changes in the working lives of women and changes in the crafts and trades lead to ever increasing opportunities for women in these fields.**

REPORT OF THE COMMITTEE ON EDUCATION. President's Commission on the Status of Women. 1963. 71 pp. 50 cents. Contains the recommendations and analysis of 15 men and women experts on key educational problems–including guidance and counseling, home and family life, education, and continuing education for the mature women–which condition the status of women in modern society.

REPORT OF THE COMMITTEE ON FEDERAL EMPLOYMENT. President's Commission on the Status of Women. 1963. 195 pp. $1.50. Considers the work experience of women in the Federal Civil Service, the military service, and the foreign service, with the main focus on the 1962 policy which provides for appointment to the Federal Service solely on the basis of merit and fitness and without sex discrimination.

TRENDS IN EDUCATIONAL ATTAINMENT OF WOMEN. USDL. Women's Bureau. (WB). 1967. 18 pp. Free. Presents information on the educational attainment of women in the United States.

UNDERUTILIZATION OF WOMEN WORKERS. USDL. Women's Bureau. (WB). 1966. 25 pp. Free. Contains brief summary statements and charts documenting the underutilization of women workers in the economy.

WHO ARE THE WORKING MOTHERS. USDL. Women's Bureau. Leaflet No. 37. 1965. 4 pp. 10 cents. Presents facts about working mothers such as why they work, what proportion have children under 18 years of age, and the number of nonwhite working mothers.

***WHY NOT BE AN ENGINEER. USDL. Women's Bureau. Leaflet No. 41. 1967. 5 cents. Presents many of the advantages that an engineering career offers to a woman. Lists sources of further information.**

WOMANPOWER POLICIES FOR THE 1970'S USDL. Manpower Administration. (MA). 1967. 40 pp. Free. Discusses jobs available to women and the greater use of womanpower to meet future demands for workers.

WOMEN'S PART-TIME AND PART-YEAR EMPLOYMENT PATTERNS IN THE UNITED STATES. USDL. Women's Bureau. (WB). 1966. 19 pp. Free. Discusses the many reasons women are not full-time workers. Some of the topics covered are work experience by age; part-time and part-year employment by age; work experience by occupation; and work experience by marital status.

***WOMEN'S WORK IN THE FOREST SERVICE. USDA. Forest Service. Miscellaneous Publication No. 1058. 1967. 6 pp. 5 cents. See page 23 for annotation.**

WORK LIFE EXPECTANCY AND TRAINING NEEDS OF WOMEN. USDL. Manpower Administration. Manpower Report 12. (MA). 1967. 12 pp. Free. A study of the work life patterns of women and how these patterns affect the economy.

Youth

An unprecedented number of young people will enter the labor force in the next few years. Although job prospects for young people who complete college will be highly favorable, school dropouts will face major job problems since, in many of the occupations traditionally open to them, employment is expected to increase slowly or, in some cases, decline. Also, many of the jobs for which dropouts qualify offer little security.

Unemployment is much higher among young people than adults. Because youths are relatively inexperienced and lack seniority they are often vulnerable to layoffs. Also, young people frequently quit jobs in hope of finding some suitable career fields.

The employment problems of many youths are complicated not only by inadequate training, but also because they lack vocational guidance and motivation. The special handicaps faced by racial minorities, rural youths, and physically or mentally handicapped youths create additional employment problems.

The Economic Opportunity Act of 1964 is heavily oriented toward aiding young workers. The Job Corps, Neighborhood Youth Corps, and Work-Study Program, established under the Act, enable young people to gain more education, vocational training, and work experience. Counselors and other educators, parents, representatives of management and labor, and government officials, both at the national and local level, face the challenge of developing action programs or in revising existing programs. This section provides examples of literature dealing with the special employment problems, policies, and programs concerning young workers.

(SEE ALSO: Occupational and Industry Manpower Literature, page 4; Apprentices, page 53; Labor Standards, page 46; Women and Girls, page 62; and Financial Assistance to Students, page 38.)

DESIGN FOR COMMUNITY ACTION. USDL. Bureau of Employment Security. Bulletin 248. 1962. 36 pp. 20 cents. Discusses the community's role in helping to alleviate youth unemployment. Supplies a model program for initiating action. Reviews problems of young jobseekers.

"EMPLOYMENT OF SCHOOL - AGE YOUTH, OCTOBER 1966." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, August 1967, pp. 20-26. Special Labor Force Report 87. Reprint No. 2538. (BLS). Free. Reports on the employment-unemployment situation of school age workers (age 14 to 24). Presents statistics on labor force participation, unemployment, and industries and occupations of the Nation's youth. Points out the social and economic problems of unemployed youths.

*FUTURE JOBS FOR HIGH SCHOOL GIRLS. USDL. Women's Bureau. Pamphlet No. 7. 1966. 67 pp. 30 cents. See page 63 for annotation.

*HANDBOOK FOR YOUNG WORKERS. USDL. Bureau of Labor Standards. Bulletin 271. 1965. 29 pp. 20 cents. Presents information on employment choice, applications, and on-the-job problems. Discusses the labor laws pertinent to young workers and the general State and private employment services available. Provides information on job training programs open to young people.

*IS THERE A JOB IN YOUR FUTURE. OEO. Pamphlet No. J-3A. (OEO). 1966. 15 pp. Free. Presents information on the Job Corps urban and conservation centers and their provisions for basic education and work skills. Sketches life at a typical center.

*JOB GUIDE FOR YOUNG WORKERS, 1963-64 Edition. USDL. Bureau of Employment Security. 1963. 78 pp. 45 cents. Supplies young workers with information on 90 different entry jobs. Discusses nature of work, working conditions, training and other requirements, avenues of advancement, employment prospects, and location of jobs. Gives advice on how to seek work.

RURAL YOUTH IN CRISIS – FACTS, MYTHS, AND SOCIAL CHANGE. USDHEW. Welfare Administration. Publication No. JD-3001. 1965. 401 pp. $1.25. A comprehensive book of readings on the problems of rural youth. Among the topics presented are the rural community backgrounds of rural youth, rural education, the physical and mental health of rural youth, prevention and treatment of juvenile delinquency in rural areas, adaptation of rural youth to urban living, and helping socially disadvantaged rural youth such as those from low income, Negro, Indian or Spanish-American families.

*RURAL YOUTH – WHAT KIND OF WORK WOULD YOU LIKE TO DO? USDL. Bureau of Employment Security. (BES). 1967. 8 pp. Free. Presents the current farm employment situation in this country, and in view of this, lists job alternatives directly or indirectly related to farming.

TESTING THE UNTESTABLE. USDL. Manpower Administration. Demonstration Notes No. 2. (MA). 1964. 4 pp. Free. Describes a demonstration project directed at non-verbal testing for alienated youth who "fail" standardized paper and pencil tests. The test called Work Evaluation, consists of a series of about 125 industrial like tasks of increasing complexity given over a 4 week period.

THE YOUTH YOU SUPERVISE. USDL. Bureau of Labor Standards. Bulletin 174. 1965. 12 pp. 15 cents. Gives information on the physical, mental, and emotional characteristics of youth. Advises supervisors on how to speed the development of youth in the labor force.

UPWARD BOUND - THE WAR ON TALENT WASTE. OEO. Pamphlet No. C-30. (OEO). No date. 12 pp. Free. Outlines a pre-college program for youth from impoverished backgrounds. Explains the program's activities and administration.

*WHAT'S IN IT FOR ME? USDL. Bureau of Employment Security. Leaflet. (BES). 1965. 2 pp. Free. Outlines the range of vocational assistance available at local Youth Opportunity Centers for young people between the ages of 16 and 21.

YOUNG WORKERS. USDL. Manpower Administration. (MA). 1966. 29 pp. Free. Examines employment and unemployment of youth, student workers, and school dropouts; as well as job changing and occupational trends. Describes programs such as the Job Corps, Neighborhood Youth Corps, and the youth service of the public employment service as implemented by recent Federal legislation.

YOUTH EMPLOYMENT PROGRAM OF THE UNITED STATES EMPLOYMENT SERVICE. USDL. Bureau of Employment Security. (BES). 1962. 22 pp. Free. Surveys employment services for youth and explains plans for improving and expanding them. Discusses special services for school dropouts, rural youth, and college graduates.

JUVENILE DELINQUENTS

DELINQUENTS ARE PEOPLE. USDHEW. Office of Juvenile Delinquency and Youth Development. Booklet. (USDHEW). 1965. 27 pp. Free. Discusses the progress of the recent Federal Anti-Delinquency Program and some future directions of this program. Contains sections on youth employment and education.

JUVENILE DELINQUENCY SERVICES. USDHEW. Children's Bureau. Publication No. 421. 1964. 48 pp. 25 cents. Intended to provide more information on the various types of services that should be available in the community to control and treat juvenile delinquency. Includes discussions of training schools, forestry corps, and group workers. Gives hints to the private citizen on delinquency problems.

RURAL YOUTH IN CRISIS - FACTS, MYTHS AND SOCIAL CHANGE. USDHEW. Welfare Administration. Publication No. JD-3001. 1965. 401 pp. $1.25. See page 66 for annotation.

SCHOOL DROPOUTS

A boy or girl who enters today's job market without a usable skill is severely handicapped. For example, in October 1965, more than 1 of every 5 high school dropouts was unemployed–almost twice the ratio of high school graduates. The situation for dropouts can be expected to become worse in the coming years, because workers without a high school diploma will have increasing difficulty entering those expanding occupations where education and training qualifications are high.

Dropouts are handicapped, not only by their lack of education and experience, but also by the unfavorable image that dropouts have among employers. Dropping out of school often suggests lack of motivation and perseverance, difficulty in learning, and the absence of other qualifications that employers look for in job applicants.

CHARACTERISTICS OF SCHOOL DROPOUTS AND HIGH SCHOOL GRADUATES, FARM AND NONFARM, 1960. USDA. Economic Research Service. Agricultural Economic Report 65. (USDA). 1964. 32 pp. Free. Contains commentary and tables on the socio-economic characteristics of school dropouts and high school graduates, from ages 16 to 24. Compares variance in income with educational attainment and age.

*EARN, LEARN, SERVE - THE NEIGHBORHOOD YOUTH CORPS. USDL. Neighborhood Youth Corps. Pamphlet. (NYC). 1965. 18 pp. Free. Describes a work-training program that makes it possible for youths from 16 through 21 to stay in or return to school. Gives the requirements for local sponsorship and facts about the location, compensation, duration, and financing of work, study, and training programs.

"EMPLOYMENT OF HIGH SCHOOL GRADUATES AND DROPOUTS IN 1966." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, July 1967, pp. 15-21. Special Labor Force Report 85. Reprint No. 2537. (BLS). Free. Compares labor force status of high school graduates and dropouts. Analysis emphasizes the situation of new young workers as they adjust from school to work or to further schooling combined with work.

"EXPANDED EMPLOYMENT SERVICE TO YOUTH." USDL. Bureau of Employment Security. *Employment Security Review*, March 1963, pp. 3-40. 20 cents. Contains a series of articles on youth employment service programs. Discusses services provided in the following States: South Carolina, California, Massachusetts, Idaho, Utah, Florida, Michigan, Nebraska, Kentucky, and Rhode Island.

FACTBOOK ON THE SCHOOL DROPOUT IN THE WORLD OF WORK. USDL. Bureau of Labor Statistics. Middle Atlantic Region (341 Ninth Avenue, New York, N.Y. 10001). 1964. 19 pp. Free. Using graphs and tables, portrays the dropout in today's world of work. Compares rates of unemployment and lifetime earnings of school dropouts and graduates. Presents information on some personal characteristics of dropouts and reasons for leaving school.

"JOBS FOR YOUTH." USDL. Bureau of Employment Security. *Employment Security Review*, March 1962, pp. 3-32. 20 cents. Contains a series of articles explaining youth employment services programs in North Carolina, Montana, California, Texas, Indiana, Illinois, Ohio, New York, Delaware, and the District of Columbia. Emphasizes programs for school dropouts.

KEEP THEM IN SCHOOL. USDL. Bureau of Labor Standards. 1963. 8 pp. 10 cents. Explains the importance of keeping young people in school. Emphasizes the rate of education as a key to better jobs, more pay, and greater job security. Points out how parents can help their children remain in school.

"OUT OF SCHOOL YOUTH – 2 YEARS LATER." USDL. Bureau of Labor Statistics. *Monthly Labor Review*, August 1966, pp. 860-866. Special Labor Force Report 71. Reprint No. 2497. (BLS). Free. Discusses followup survey of young men included in a 1963 study of early work experience. Assesses the relative progress of graduates and dropouts. Concludes that whatever the measure used–unemployment rate, earnings, or steadiness of employment–men with more education made greater advances over the 2-year period between the surveys.

PREPARING DISADVANTAGED YOUTH FOR WORK. USDL. Bureau of Employment Security. (BES). 1966. 16 pp. Free. Consists of reprinted articles from the *Employment Service Review.* Describes the findings of a project designed to prepare a group of school dropouts for training or jobs. Examines their jobseeking patterns, counseling and job placement experience, and the work adjustment project itself.

*SCHOOL OR ELSE. USDL. Bureau of Employment Security. Pamphlet. 1965. 10 pp. 10 cents. Tells the advantages of an education for job opportunities and security. Includes suggestions for finding part-time work while attending school.

"THE DROPOUT - SCHOOLS SEARCH FOR CLUES TO HIS PROBLEMS." USDHEW. Office of Education. *School Life,* May 1963, pp. 5-7, 30-33. (OE). Free. Points out some approaches used by State and local school systems to cope with dropout problems. Explains why the solution of the dropout problem rests with individual schools.

SUMMER JOBS

Summer jobs enable young people to earn money and gain valuable work experience. In addition, this time affords them the opportunity to develop good work habits, gain actual job knowledge, and test their job interests and aptitudes before making career decisions.

In 1966, The War on Poverty's largest youth program - The Neighborhood Youth Corps - appropriated 130,000 jobs in an effort to alleviate severe unemployment among city youth during the summer months.

*"SUMMER JOB LEADS." USDL. Bureau of Labor Statistics. *Occupational Outlook Quarterly,* February 1963, pp. 25-28. 30 cents. Tells high school students how and when to look for summer jobs.

*SUMMER JOBS FOR STUDENTS. USDL. Bureau of Labor Standards. (LSB). 1966. Free. Designed to help students find summer employment. Lists some job possibilities. Gives some self-help pointers and sources of further information.

*SUMMER JOBS FOR STUDENTS AND HOW TO FIND THEM. USDL. Bureau of Employment Security. (BES). 1966. 4 pp. Free. Gives advice and sources of counseling on summer job opportunities. Lists the types of jobs available to students.

SUMMER JOBS FOR YOUTH. USDL. Bureau of Labor Statistics. *Occupational Outlook Quarterly,* May 1967, pp. 1-2. (OOS). Free. Article, by Vice President Hubert H. Humphrey, dealing with the President's Youth Opportunity Summer Job Campaign. Discusses how counselors can help young people to obtain summer employment.

*SUMMER JOBS IN FEDERAL AGENCIES. USCSC. Examination Announcement No. 414. (USCSC). (revised each year). Free. Discusses the summer employment programs of various Federal agencies. Lists the occupations of summer employees, by agency. Tells how to apply for jobs.

*SUMMER VOLUNTEER SERVICE IN THE WAR ON POVERTY. OEO. Booklet. (OEO). 1966. 80 pp. Free. Helps students find specific antipoverty programs in which they can serve as summer volunteers. Describes a number of programs, such as Head Start and Upward Bound, and gives sources of further information.

*TRY PUBLIC WELFARE THIS SUMMER. USDHEW. Welfare Administration. Leaflet. 1964. 5 cents. Lists the advantages and rewards of doing social work in public welfare agencies for the summer.

*WHAT TO DO THIS SUMMER? USDL. Bureau of Employment Security. Leaflet. 1965. 4 pp. 5 cents. Offers hints, ideas, and reasons for finding summer vaction jobs.

SOURCES OF STATISTICS USEFUL TO COUNSELORS

Federal and State Government agencies compile and publish a great variety of statistical information that details the characteristics of our population and labor force. Much of this information can be useful to counselors. For example, such statistics provide information on the number employed in an occupation; whether its workers are geographically concentrated or dispersed; whether the occupation employs more men than women, more white than nonwhite, more young persons than old; and the industries in which its workers are employed. Counselors can use such information to identify jobs for youth or to help determine the relative importance of particular occupations and industries in their localities.

The purpose of this section is to familiarize counselors with employment and related statistics available from several major Federal, State, and local sources. Examples of how counselors can use the statistics are given. The sources depict the social and economic characteristics of State and local populations or those of the Nation as a whole. These sources supply three main types of data; employment by occupation and industry, current employment and unemployment, and wages.

(See also: Occupational and Industry Manpower Literature, page 4.)

I. Employment by Occupation And Industry

a. *The U.S. Census of Population,* compiled and published every tenth year, is the most comprehensive source of statistical information on employment by occupation and industry. The most recent Census data are for 1960. Counselors will find that the most useful of the many Census reports are those called "Detailed Characteristics," which are available for each State. These reports provide information on the population's social characteristics such as age, race, school enrollment, and school years completed; and economic characteristics, such as occupation and industry of employment, weekly hours of work, and income. For some characteristics, metropolitan areas with population exceeding 100,000 are tabulated separately.

b. *Employment and Earnings Statistics for States and Areas, 1939-66* (reissued each year) provides historical data on employment, average weekly hours, and hourly and weekly earnings, by industry, for States and metropolitan areas. The major industries of each State and area are included.

These two statistical sources can help counselors obtain data for many of the employment characteristics of State and local areas. By examining *Employment and Earnings Statistics for States and Areas, 1939-66,* a counselor in Salt Lake City, Utah, for example, can determine many facts about employment in his local area and State. In 1966, there were 319,200 persons employed in nonagricultural jobs in the State of Utah. More than half of these people were employed in the Salt Lake City area. Most workers in the State were employed by government, wholesale and retail trade, or manufacturing concerns. Employment of government workers has increased rapidly between 1956 and 1966, rising from 54,700 to 90,900. Employment in the bituminous coal industry has been falling over the last few years. In 1956, there were 3,100 people employed in the industry; in 1966 only 1,400 people were so employed. Over sixty percent of those employed in Utah contract construction worked in the Salt Lake City area.

Utah counselors can find information about the occupations and industries in which workers in both Utah and the Salt Lake City area are employed in *U.S. Census of Population: 1960 Detailed Characteristics, Utah.*[3] According to this source, for example, there were 5,052 employed carpenters in 1960; nearly 3,500 of them worked in the contract construction industry. About 243 employed pharmacists were employed in the Salt Lake City area. In 1959, their average (mean) earnings were $6,238, and nearly one-sixth earned between $7,000 and $9,999.

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[3] Industry employment totals for 1960 in *Employment and Earnings Statistics for States and Areas, 1939-66,* and in the *U.S. Census of Population* differ for several technical reasons. For example, establishment data in the former publication covers wage and salary workers only and are obtained from the payrolls of industrial establishments; Census data cover all workers in an industry (wage and salary, self-employed, and unpaid family workers) and are obtained through household interviews.

c. *County Business Patterns* furnishes detailed data on employment in industries, by county. State summaries and a U.S. summary are published annually. The latest U.S. summary contains data for the first quarter of 1966.

Whereas *Employment and Earnings for States and Areas, 1939-66,* gives employment data only for large industries, by State and metropolitan area, *County Business Patterns* provides such data for all industries, by county. Hence, counselors located outside metropolitan areas (e.g. small cities and rural areas) will find the data in this publication particularly useful. It shows, for example, that 108 persons were employed in furniture stores in the Kent County of Rhode Island in mid-March 1966.

d. *Employment and Earnings Statistics for the United States, 1909-67* (reissued every year) furnishes historical average annual employment data for over 350 nonagricultural industries. Data are included on employment, by sex; production workers; hourly and weekly earnings; and overtime hours. The data in this publication are the national totals of the data for individual States published in *Employment and Earnings Statistics for States and Areas, 1939-66.*

BUREAU OF THE CENSUS CATALOG. USDC. Bureau of the Census. Annual edition published in quarterly issues cumulative to an annual volume with 12 monthly supplements. 1967. $2.25. Lists Bureau of the Census publications and gives ordering and price information. Includes current information on data files, unpublished materials, and other services available from the Bureau of the Census.

COUNTY BUSINESS PATTERNS. USDC. Bureau of the Census. (U.S. Summary and State volumes published annually). Latest U.S. Summary contains information for the first quarter of 1966. Number of pages and prices vary.

EMPLOYMENT AND EARNINGS STATISTICS FOR STATE AND AREAS, 1939-66. USDL. Bureau of Labor Statistics. Bulletin 1370-4. 1967. 812 pp. $5.

EMPLOYMENT AND EARNINGS STATISTICS FOR THE UNITED STATES, 1909-67. USDL. Bureau of Labor Statistics. Bulletin 1312-5. 1967. 884 pp. $4.75.

OCCUPATIONAL EMPLOYMENT STATISTICS, 1960-66. USDL. Bureau of Labor Statistics. Bulletin 1579. 1967. 32 pp. 25 cents. This report is the second in a series. The first, *Occupational Employment Statistics, Sources and Data,* presented employment information for many occupations and selected industries through 1964. This report updates statistics thought to be of continuing importance and whenever possible includes the year 1966. In addition, new occupational employment data of potential interest to researchers and students of the social sciences are presented.

OCCUPATIONAL EMPLOYMENT STATISTICS, SOURCES, AND DATA. USDL. Bureau of Labor Statistics. Report 305. (BLS). 1966. 87 pp. Free. Brings together statistics from various sources on the number of persons employed nationwide in individual occupations and in selected industries. Describes briefly the sources of the data.

"STATISTICAL TABLES ON MANPOWER." USDL. Manpower Administration. Reprint from the *1967 Manpower Report of the President.* (MA). 90 pp. Free. Reprint of the Statistical Appendix to the 1967 Manpower Report of the President. Presents current and historical data on labor force employment and unemployment; labor force characteristics; employment, hours, earnings, and labor turnover in nonagricultural establishments; State and area employment and unemployment; training and apprenticeship; and productivity, gross national product, and other manpower and related information.

II. Current Employment and Unemployment

Employment and Earnings and Monthly Report on the Labor Force, presents comprehensive monthly statistics on the Nation's labor force; employment and unemployment trends; numbers of workers, and production workers; weekly hours; hourly and weekly earnings; payroll and man-hour indexes; and labor turnover rates. In addition, for States and selected metropolitan areas, statistics are provided on employment in major industries, gross hours and earnings of production workers, and labor turnover rates in manufacturing.[4] An annual supplement provides annual averages for all series for recent years.

Counselors can find much useful information in this publication. For example, in May 1967 manufacturing production workers in Denver, Colorado, averaged $123.62 for a 42.2 hour workweek; total nonagricultural employment in Waterloo, Iowa increased from 48,600 in April 1967 to 49,400 in May 1967. Most of the employment increase in Waterloo in this period was in manufacturing, which increased from 20,700 to 21,300.

EMPLOYMENT AND EARNINGS AND MONTHLY REPORT ON THE LABOR FORCE. USDL. Bureau of Labor Statistics. Published monthly. $7 a year; 65 cents an issue.

III. Wages and Income

Community Wage Surveys are published annually by the Bureau of Labor Statistics for 86 labor areas. These studies are designed to provide data on occupational earnings, establishment practices, and supplementary wage provisions. The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries and are grouped as follows: Office clerical; professional and technical; maintenance and powerplant; and custodial and materials movement. The following examples of the types of information published are from a March 1965 wage survey of the Cincinnati, Ohio - Kentucky area: 660 maintenance electricians had average hourly earnings of $3.26; one-half of the maintenance electricians earned between $2.93 and $3.51 an hour.

Industry Wage Surveys, conducted by the Bureau of Labor Statistics, provide information on the average straight-time earnings of workers in particular industries, such as basic iron and steel, foundries, and motor vehicles. Two types of industry wage surveys are conducted: (1) Those providing information on the average and distribution of employee earnings without regard to occupation; and (2) those providing information for selected occupations representative of jobs in particular industries. These surveys usually include information on supplementary benefits, e.g., paid holidays and paid vacations. From the surveys above, counselors can compare the earnings of workers in an occupation in various regions and metropolitan areas.

Union Scale Studies are published annually by the Bureau of Labor Statistics and provide information on the minimum wage scales and maximum schedules of hours at straight time rates agreed upon through collective bargaining in selected metropolitan areas. Such studies are available for building trades workers, local transit operating employees, motortruck drivers and employees, printing industry workers, and others. Counselors can use this information to compare union scales for particular occupations in their areas with those of other areas and the Nation as a whole.

A DIRECTORY OF COMMUNITY WAGE SURVEYS. 1948 - June 1966. USDL. Bureau of Labor Statistics. (BLS). 1966. 37 pp. Free.

A DIRECTORY OF INDUSTRY WAGE SURVEYS AND UNION SCALE STUDIES. 1955 - July 1966. USDL. Bureau of Labor Statistics. (BLS). 1966. 27 pp. Free.

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[4] Month-to-month changes in the statistical series should be interpreted with caution since they may reflect seasonal or short-run fluctuations in economic activity.

Reports are available that present, analyze, and interpret many of the basic statistics published by the Federal Government. Some that may be of interest to counselors are listed and annotated below under four general headings:

1. OCCUPATION AND INDUSTRY EMPLOYMENT TRENDS AND OUTLOOK

"CHANGES IN OCCUPATIONAL EMPLOYMENT OVER THE PAST DECADE." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* August 1967, pp. 27-30. Special Labor Force Report 88. Reprint No. 2539. (BLS). Free. Reviews occupational employment trends over the 1956-66 time period.

EMPLOYMENT IN PROFESSIONAL MATHEMATICAL WORK IN INDUSTRY AND GOVERNMENT. NSF. Booklet No. NSF 62-12. 1962. 82 pp. 55 cents. Supplies commentary and statistics on mathematical personnel, positions, and income. Breaks down personnel by age, sex, educational attainment, professional experience, job changing, etc.; describes positions by type of employer, education required, functions of work, etc.; gives income by educational level, age, sex, and type of employer.

INDUSTRY GROUP BY OCCUPATION: 1960. USDC. Bureau of the Census. *U.S. Census of Population:* 1960. Supplementary Reports. PC(S1)-27. 1962. 8 pp. 10 cents. Gives the number of workers employed in each industry group, by occupation and sex, 1960.

INDUSTRY MANPOWER SURVEYS. USDL. Bureau of Employment Security. Series of reports issued irregularly. (BES). Free. Each survey usually describes industry employment trends and current labor needs by region, State, and metropolitan area. Also discusses changing occupational patterns in the industry being surveyed. (See page 18 for a listing of Industry Manpower Surveys available.)

INDUSTRY OF THE EXPERIENCED LABOR FORCE: 1960. USDC. Bureau of the Census. *U.S. Census of Population:* 1960. Supplementary Reports PC(S1)-33. 1962. 9 pp. 10 cents. Presents data on the number of employed workers, by industry of employment, race, and sex, 1960. Gives unemployment rates and ranges of earnings of workers, by industry, race, and sex, 1959.

"JOB TENURE OF WORKERS, JANUARY 1966." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* January 1967, pp. 31-37. Special Labor Force Report 77. Reprint No. 2513. (BLS). Free. Examines differences in job tenure by age, sex, color, and occupation.

"LABOR FORCE AND EMPLOYMENT IN 1965." USDL. Bureau of Labor Statistics. Special Labor Force Report 69. Reprint No. 2494. (BLS). Free. Contains information on the civilian labor force by age, sex, and color. Also gives information on employed persons by type of industry and occupation. Has information on unemployment for a number of characteristics. Beginning in 1966, annual labor force and employment data are contained in the January issue of *Employment and Earnings and Monthly Report on the Labor Force.* See page 71 for annotation.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

SCIENTIFIC AND TECHNICAL MANPOWER RESOURCES: SUMMARY INFORMATION ON EMPLOYMENT CHARACTERISTICS, SUPPLY, AND TRAINING. NSF. Book No. NSF 64-28. 1964. 184 pp. $1.25. See page 15 for annotation.

"THE OCCUPATIONAL STRUCTURE OF U.S. EMPLOYMENT, 1940-60." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* November 1962, pp. 1209-1213. Reprint No. 2403. (BLS). 1962. Free. Reports on the changing occupational structure of the labor force based on data from the 1940, 1950, and 1960 Censuses of Population. Shows employment trends for occupational groups and some individual occupations.

2. SOCIAL AND ECONOMIC CHARACTERISTIC OF WORKERS

"ADULT MEN NOT IN THE LABOR FORCE." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* March 1967, pp. 5-15. Special Labor Force Report 79. Reprint No. 2520. (BLS). Free. Presents a discussion of historical trends and the characteristics of adult men not in the labor force. Also gives new data on work histories, incomes, and jobseeking intentions.

CHARACTERISTICS OF PROFESSIONAL WORKERS. USDC. Bureau of the Census. *U.S. Census of Population: 1960.* Subject Report PC(2)-7E. 1964. 161 pp. $1. Provides statistics on the social and economic characteristics of workers in professional and technical occupations.

CHARACTERISTICS OF SCHOOL DROPOUTS AND HIGH SCHOOL GRADUATES, FARM AND NONFARM, 1960. USDA. Economic Research Service. Agricultural Economic Report 65. (USDA). 1964. 32 pp. Free. See page 67 for annotation.

"EDUCATIONAL ATTAINMENT OF WORKERS." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* February 1968, pp. 26-34. Special Labor Force Report 92. Reprint No. 2559. (BLS). Free. Reports on recent trends in the educational attainment of workers and the relationship of educational attainment to occupation, employment, and income. Compares the changing educational attainment of groups in the labor force.

"LABOR FORCE PROJECTIONS FOR 1970-80." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* February 1965, pp. 129-140. Special Labor Force Report 49. Reprint No. 2455. (BLS). Free. Contains projections of the labor force through 1980. Projections are developed by age and sex, and for young and older workers.

"LABOR FORCE PROJECTIONS BY COLOR, 1970-80." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* September 1966, pp. 965-972. Special Labor Force Report 73. Reprint No. 2501. (BLS). Free. Presents characteristics and some implications of projected labor force growth among white and nonwhite groups. Discusses young workers, adult women, adult men, and older workers. Contains several charts and tables.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

"MARITAL AND FAMILY CHARACTERISTICS OF WORKERS, MARCH 1967." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* April 1968, pp. 14-22. Special Labor Force Report 94. Reprint No. 2565. (BLS). Free. Analyzes the effect of business conditions, changing social mores, and other elements on the labor force participation of women. Examines characteristics such as age of labor force entrants, occupational similarities between husbands and wives, and employment and income characteristics among different types of families.

"OUT-OF-SCHOOL YOUTH – TWO YEARS LATER." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* August 1966, pp. 860-866. Special Labor Force Report 71. Reprint No. 2497. (BLS). Free. Compares the achievements of school dropouts with those of high school graduates. Discusses differentials such as employment, unemployment, duration of employment, job training, and earnings. Contains many statistical charts and tables.

"POVERTY AREAS OF OUR MAJOR CITIES." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* October 1966, pp. 1105-1110. Special Labor Force Report 75. Reprint No. 2508. (BLS). Free. Examines and compares the employment situation of Negro and white workers in metropolitan areas. Includes topics such as, unemployment rates, types of jobs held, and expected minimal employment needs.

* * *

The U.S. Department of Labor's Bureau of Labor Statistics, has published statistical studies of 36 cities that provide information on population, male civilian labor force, high school enrollment, educational attainment, income level, and unemployment, by ethnic group and neighborhood. Based on data collected during the 1960 Census of Population, these studies were made to help meet the needs of the President's Committee on Youth Employment for information on area environmental factors that could be associated with disadvantaged youth. These studies were prepared for cities that had populations of 500,000 or more, as well as for a few smaller cities. An illustrative citation follows:

INCOME, EDUCATION, AND EMPLOYMENT IN NEIGHBORHOODS – CHICAGO, ILL. USDL. Bureau of Labor Statistics. (BLS). 1963. 91 pp. Free.

Studies of the following cities are also available:

Atlanta, Ga.
Baltimore, Md.
Birmingham, Ala.
Boston, Mass.
Buffalo, N.Y.
Cincinnati, Ohio
Cleveland, Ohio
Dallas, Texas
Denver, Colo.
Detroit, Mich.
Houston, Tex.
Indianapolis, Ind.
Kansas City, Mo.
Los Angeles, Calif.
Memphis, Tenn.
Milwaukee, Wis.
Minneapolis - St. Paul, Minn.[5]
Newark, N.J.
New Orleans, La.
New York, N.Y.[6]
Oakland, Calif.
Oklahoma City, Okla.
Philadelphia, Pa.
Phoenix, Ariz.
Pittsburgh, Pa.
St. Louis, Mo.
San Antonio, Tex.
San Diego, Calif.
San Francisco, Calif.
San Juan, P.R.
Seattle, Wash.
Tampa - St. Petersburg, Fla.[5]
Washington, D.C.

Each of the Bureau of Labor Statistics regional offices also publishes special studies regarding a specific geographic area. Such studies may deal with employment in general or for a specific industry or occupation. For a complete listing of BLS Regional Office Publications see:

BUREAU OF LABOR STATISTICS, CATALOG OF PUBLICATIONS, BULLETINS, REPORTS, AND RELEASES. USDL. Bureau of Labor Statistics. (BLS). Free. See page 76 for annotation.

3. UNEMPLOYMENT

"ADULT MEN NOT IN THE LABOR FORCE." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* March 1967, pp. 5-15. Special Labor Force Report 79. Reprint No. 2520. (BLS). Free. See page 73 for annotation.

"LABOR FORCE PROJECTIONS BY COLOR, 1970-80." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* September 1966, pp. 965-972. Special Labor Force Report 73. Reprint No. 2501. (BLS). Free. See page 73 for annotation.

MANPOWER REPORT OF THE PRESIDENT INCLUDING A REPORT ON MANPOWER REQUIREMENTS, RESOURCES, UTILIZATION, AND TRAINING. Transmitted To The Congress, April 1968. USDL. 1968. 323 pp. $2.25. See page 42 for annotation.

"OUT-OF-SCHOOL YOUTH - TWO YEARS LATER." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* August 1966, pp. 860-866. Special Labor Force Report 71. Reprint No. 2497. (BLS). Free. See page 73 for annotation.

"POVERTY AREAS OF OUR MAJOR CITIES." USDL. Bureau of Labor Statistics. *Monthly Labor Review,* October 1966, pp. 1105-1110. Special Labor Force Report 75. Reprint No. 2508. (BLS). Free. See page 73 for annotation.

[5] Both cities in one report.

[6] Each of five boroughs is shown in a separate report.

4. WAGES AND INCOME

NATIONAL SURVEY OF PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, AND CLERICAL PAY. USDL. Bureau of Labor Statistics. Bulletin 1585. 1967. 83 pp. 50 cents. Surveys the compensation for selected occupations, such as, accountants, chemists, clerical workers, and others, in private industry. Consists of commentaries and statistical tables on average monthly and annual salaries, employment distribution by salary and by industry, average weekly hours for occupations by industry, and much more.

REVIEW OF DATA ON SCIENCE RESOURCES: SALARIES AND PROFESSIONAL CHARACTERISTICS OF U.S. SCIENTISTS, 1964. NSF. Review No. 2. NSF 64-27. 1964. 8 pp. 5 cents. Gives wage, educational, occupational, sex, and age characteristics for scientific and technical personnel. Breaks down salary data by occupational field, work activity, academic degree and type of employer.

SUMMARY OF MANUFACTURING EARNINGS SERIES, 1939-1965. USDL. Bureau of Labor Statistics. Report 229. 1966. (BLS). 17 pp. Free. Reports on trends in hourly and weekly earnings of factory production workers and changes in the Consumer Price Index since 1939.

SUPPLEMENTARY COMPENSATION FOR NONPRODUCTION WORKERS, 1963. USDL. Bureau of Labor Statistics. Bulletin 1470. 1965. 110 pp. 70 cents. Analysis of major supplements to regular pay for white-collar workers in private industry including paid leave, overtime pay, nonproduction bonuses, and insurance. Considers both employer expenditures for the supplements and the practices for which the payments are made.

* * *

WAGE CHRONOLOGIES are reports issued by the Bureau of Labor Statistics on specific employers such as North American Aviation or Armour & Company. Each report traces, over a time period, the changes in wage scales and related benefits contained in agreements usually reached through collective bargaining. Tables list the agreement provisions, effective dates, applications, exceptions, and other related matters.

A DIRECTORY OF . . . WAGE CHRONOLOGIES 1948 – JANUARY 1967. USDL. Bureau of Labor Statistics. 1967. (BLS). 10 pp. Free. Lists the employers for which Wage Chronologies are available. Indicates for each employer the period covered, report number, price, and related *Monthly Labor Review* articles.

WAGES AND RELATED BENEFITS PART I: 86 METROPOLITAN AREAS, 1966-67. USDL. Bureau of Labor Statistics. Bulletin 1530-87. 1967. 96 pp. 50 cents. Brings data for each of the metropolitan areas studied in the *Occupational Wage Surveys* into one bulletin. Provides information on the movement of wages by occupation and skill level and the structure and level of wages among areas and industry divisions.

WAGES AND RELATED BENEFITS PART II: METROPOLITAN AREAS, UNITED STATES AND REGIONAL SUMMARIES, 1965-66. USDL. Bureau of Labor Statistics. Bulletin 1465-86. 1967. 113 pp. 60 cents. Summarizes, in national and regional form, information from metropolitan area statistics on the number of workers, average weekly hours and earnings, and the distribution of salaries for individual occupations. Gives industry wage differences among the metropolitan areas; trends of occupational earnings for regions; and data on establishment practices and supplementary wage provisions.

DIRECTORIES, CATALOGS, AND BIBLIOGRAPHIES

Directories and Catalogs

Comprehensive price lists of Federal Government publications, compiled by broad subject area, are published annually by the U.S. Government Printing Office. A few lists of particular interest to counselors are shown below:

SELECTED PRICE LIST OF GOVERNMENT PUBLICATIONS

Education	PL-31	Annual	(GPO)	Free
Labor	PL-33	Annual	(GPO)	Free
Occupations	PL-33A	Annual	(GPO)	Free
Industrial Workers	PL-78	Annual	(GPO)	Free

A semimonthly selected list of priced publications is also issued free by the GPO. Requests for placement on the mailing list should be sent to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Most agencies within the Federal Government distribute booklets listing their publications. These booklets sometimes are annotated and often contain references to additional information related to each publication. Most booklets are updated periodically by brief lists that describe the most recently published materials.

A LIST OF HEALTH INFORMATION OF THE U.S. PUBLIC HEALTH SERVICE. USDHEW. Public Health Service. Publication No. 323. (PHS). 1966. Free.

BUREAU OF APPRENTICESHIP AND TRAINING PUBLICATIONS. USDL. Bureau of Apprenticeship and Training. (BAT). Free.

BUREAU OF CENSUS CATALOG. USDC. Bureau of the Census. Annual edition published in quarterly issues cumulative to an annual volume with 12 monthly supplements. 1967. $2.25.

BUREAU OF EMPLOYMENT SECURITY PUBLICATIONS. USDL. Bureau of Employment Security. (BES). 1966. Free.

BUREAU OF LABOR STATISTICS CATALOG OF PUBLICATIONS. USDL. Bureau of Labor Statistics. (BLS). Semiannual. Free.

CHECKLIST OF BUREAU OF INTERNATIONAL COMMERCE AND INTERNATIONAL BUSINESS PUBLICATIONS. USDC. Semiannual. (USDC). 1967. Free.

LIST OF AVAILABLE PUBLICATIONS OF THE U.S. DEPARTMENT OF AGRICULTURE. USDA. Office of Information. List No. 11. 1966. 155 pp. 40 cents.

LIST OF OCCUPATIONAL OUTLOOK PUBLICATIONS. USDL. Bureau of Labor Statistics. (OOS). Free.

LIST OF PUBLICATIONS. USDL. Wage and Hour and Public Contracts Divisions. (WHPC). Free

MANPOWER PUBLICATIONS. USDL. Manpower Administration. Leaflet. (MA). Free.

PUBLICATIONS OF THE NATIONAL SCIENCE FOUNDATION. NSF. (NSF). 1967. Free.

PUBLICATIONS OF THE OFFICE OF EDUCATION. USDHEW. Office of Education. OE-1100E. 40 cents.

PUBLICATIONS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT. USDHUD. Publication MP - 36. 1967. (HUD). Free.

PUBLICATIONS OF THE U.S. DEPARTMENT OF LABOR, 1961-JUNE 1966. USDL. Annual. (USDL). 1967. Free.

PUBLICATIONS OF THE WOMEN'S BUREAU. USDL. Women's Bureau. Leaflet No. 10. (WB). Free.

SELECTED PUBLICATIONS OF THE BUREAU OF LABOR STANDARDS. USDL. Bureau of Labor Standards. Booklet. (LSB). 1966. 25 pp. Free.

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Federal Government agencies publish directories and catalogs that are valuable sources of information on subjects such as occupations, training, and Federal aid programs. A number of these are listed and annotated.

CATALOG OF FEDERAL PROGRAMS FOR INDIVIDUAL AND COMMUNITY IMPROVEMENT. OEO. (OEO). 1965. 414 pp. Free. Describes governmental programs intended to help individuals and communities meet their own goals for economic and social development. Contains a program index and program descriptions.

DIRECTORY OF COUNSELOR EDUCATORS. USDHEW. Office of Education. OE-25036-A. 1965. 82 pp. 50 cents. Lists, by State and school, the names of educators who are either teaching, supervising, or administering a program for the preparation of guidance counselors.

EDUCATION '67 - THE OFFICE OF EDUCATION – ITS PROGRAMS AND SERVICES. USDHEW. Office of Education. OE-11006-67. 1967. 97 pp. 35 cents. Catalog of Federal programs designed to help educators carry on the work of education. Gives implications of new legislation on education.

EMPLOYMENT ASSISTANCE FOR THE HANDICAPPED. PCEH. (PCEH). 1966. 37 pp. Free. See page 56 for annotation.

FEDERAL CAREER DIRECTORY: A GUIDE FOR COLLEGE STUDENTS. USCSC. Booklet. 1966. 88 pp. 55 cents. See page 22 for annotation.

HANDBOOK OF FEDERAL AIDS TO COMMUNITIES. USDC. Economic Development Administration. Booklet. 1966. 112 pp. 60 cents. Directs interested community and regional groups to Federal financial aid programs, technical assistance programs, and information sources to help strengthen their economies. Lists the individual Federal agencies and the programs for which they have primary responsibility.

HANDBOOK ON WOMEN WORKERS. USDL. Women's Bureau. Bulletin 290. 1965. 338 pp. $1. Contains directories of commissions on the status of women and organizations of interest to women. See page 63 for further annotation.

HIGHER EDUCATION - BASIC STUDENT CHARGES. USDHEW. Office of Education. OE-52005-65-1. 1965. 19 pp. 35 cents. An annual comprehensive report on higher education giving information on costs such as tuition, fees, and room and board charges for many schools around the country.

NATIONAL APPRENTICESHIP PROGRAM, THE. USDL. Bureau of Apprenticeship and Training. Pamphlet. (BAT). 1965. 31 pp. Free. Provides a directory of apprenticeable occupations under basic trade classifications; code number references to the *Dictionary of Occupational Titles* are made. See page 54 for further annotation.

Bibliographies

COUNSELOR'S REFERENCE BIBLIOGRAPHY. OEO. Job Corps. Publication PM-400-4A. (OEO). 1966. Free. Provides an annotated listing of books pertinent to the field of counseling. Entries deal with counseling, psychology, educational and occupational literature, social interactions, child and family development, and miscellaneous topics.

IMPLICATIONS OF AUTOMATION AND OTHER TECHNOLOGICAL DEVELOPMENTS: A SELECTED ANNOTATED BIBLIOGRAPHY. USDL. Bureau of Labor Statistics. Bulletin 1319-1. 1963. 90 pp. Out of print. Contains listings related to the social and economic aspects of automation. Covers the implications of automation on employment, unemployment, occupational skill requirements, training and retraining, collective bargaining, and business management and organization. Lists publications on automation in other countries.

SOCIOLOGICAL STUDIES OF OCCUPATIONS - A BIBLIOGRAPHY. USDL. Manpower Administration. (MA). 1965. Free. Lists materials that examine occupations from a personal and social point of view.

APPENDIX A. HOW TO OBTAIN GOVERNMENT PUBLICATIONS

The largest dealer in Government reports, pamphlets, and books is the Superintendent of Documents of the U.S. Government Printing Office. Approximately 25,000 pieces of mail are delivered each day in the world's largest printing house. These requests, orders, and inquiries reflect impressions of the Government Printing Office held in the mind of the public. Following are a few popular impressions–Are they true or false?

1. The GPO is a huge information agency that deals with all documents published by the Federal Government.

False. Although the GPO's Division of Public Documents, commonly known as Superintendent of Documents, maintains a reference department, searching is limited to identification of the titles available in its sales stock of over 25,000 different publications.

2. Because of its size, GPO is necessarily slow in filling orders.

False. Despite its size and heavy workload, GPO processes most orders relatively quickly; it compares favorably with its counterpart in private industry, the mail-order house. Many delays occur because of insufficient ordering information from the customer. Another frequent time-consuming error is the attempt by customers to order publications through the various Government agencies in Washington, D.C. Most agencies cannot sell publications and, therefore, must refer orders to the Superintendent of Documents.

3. The Government pays the postage on most publications ordered from GPO.

True. The price charged for Government publications includes the postage required to send them by regular mail to addresses in the United States.

4. GPO allows a discount on large orders.

True. A 25-percent discount is allowed on orders for 100 copies or more of the same publication mailed to one address. The discount can mean a big saving when a person is ordering for several classes or for different schools in the same system.

5. The GPO is an excellent source of free Government literature.

False. The GPO is not a source of free literature. It does the printing for the Congress, Executive Office, the judiciary, all executive departments, independent offices, and establishments of the Government, and *sells* to the public through its Superintendent of Documents.

For a free copy of a publication write directly to the issuing agency or department in Washington, D.C. If you do not know which Government agency issued the publication, consult your librarian. Bear in mind, however, that the issuing agencies have only limited supplies of their priced publications for free distribution.

Many people, when writing to a particular Government agency for a free copy of a publication, tack onto the address "Government Printing Office" or "c/o Superintendent of Documents." This practice amounts to a conflicting address and the post office will always deliver such letters to the GPO. Thus, your request for free material is classified as a "sales" transaction.

To make sure you will get a copy of the publication you want, it is safer to purchase it directly through the sales agent, the Superintendent of Documents. With very few exceptions, a remittance should not be sent directly to a Government agency. They are not authorized to handle such remittances and must either refer your order to GPO, or return it to you. Some agencies, however, do maintain regional offices throughout the country which, in addition to their specific functions, sell the publications prepared by their own agency. The Labor Department's Bureau of Labor Statistics, which has eight regional offices, is a case in point. (For BLS regional office addresses, see Appendix B, page 83.)

How To Order

Many avoidable errors are made in ordering publications through the GPO. Be sure to include all of the following information: Title of the publication, quantity, price, your name and address, and the remittance.

If the need should arise to check on publications not received, all of the original identifying information should be restated in your inquiry. Preferably, an exact copy of the purchase order should be sent. References to the sender's purchase order number or the date of the original order are meaningless to the GPO in trying to locate your order. Should a second followup be necessary, include all identifying information and state that this is the second followup. In this way, the search will not be duplicated.

Various Methods

Schools, boards of education, and other State and local agencies, in ordering publications from the Superintendent of Documents, may meet a seeming impasse: the GPO must have remittance before shipment; the schools cannot issue checks until publications have been delivered. In order to reconcile these differences, several systems have been devised to accommodate schools and other agencies. The following sections describe these systems.

Claim Voucher: One system of ordering involves claim vouchers, which are blank forms designed, printed, and used by individual schools. These vouchers are as varied in size, color, and text as they are in number. Whether attached to a purchase order or combined with one in a single form, the voucher basically states that the vendor (GPO) has delivered goods and has not received payment.

When such a claim voucher is received with a purchase order by the Superintendent of Documents, personnel there will stamp the voucher "Pro Forma Invoice," fill it out in accordance with the purchase order, sign, and even notarize it if requested to do so. Any changes in titles or prices are made on the voucher and purchase order. Both forms are then returned to the school or agency, which processes them and issues a check. The purchase order is then resubmitted with the covering check and the sale is transacted.

Pro Forma Invoice: This system is similar to the claim voucher system, except that the piece of paper necessary to support the disbursement is not preprinted by the school but is supplied by the Superintendent of Documents, on request. The pro forma invoice is filled out, as is the claim voucher, to conform with the purchase order, signed, notarized if necessary, and sent out to the school. There it is processed, a check is issued, and the purchase order and one copy of the pro forma invoice are resubmitted with the check.

Note that the first step in both the claim voucher and pro forma invoice systems is merely preliminary paperwork. No sale is transacted until the paper is returned with the check. Up until that point, the GPO has kept no record of the transaction, has not reserved publications, and has made no shipments. In fact, GPO does not guarantee that prices will remain the same or that publications will be available until the sale is consummated, although ordinarily discrepancies do not occur.

Certified Invoice; Paid Receipt: Many schools and agencies, either through special funds or by agreement with their disbursing officials, are able to send checks with their order but require a certified invoice or paid receipt to support the disbursement of these funds. The Superintendent of Documents provides these either on forms provided by the schools or by issuing its own receipts, and the forms are sent with the shipment of publications. This system avoids the necessity of resubmitting the purchase order and thereby expedites shipment.

Combination Systems

The following two methods of ordering are growing in popularity. Both methods are simple to set up and are paid for by just one check which is issued in accordance with the system described above (claim voucher, pro forma invoice, or certified invoice) which best suits a particular school.

Coupons. Special document coupons in 5-cent denominations are sold by the GPO in sets of 20. Discrepancies in price can be corrected and refunds made through this convenient means of exchange. The Superintendent of Documents, which as a rule makes refunds of less than $1 in the form of coupons, finds them so popular that many customers request that all refunds be made in that form.

Schools using these coupons generally are small or are branches of larger school systems. In many cases, the board of education might purchase several hundred dollars worth of coupons and distribute blocks of $25 or $50 to its various schools.

Depositors' Accounts. Even more popular–and most suitable for schools which order rather frequently from the GPO–are the depositors' accounts. More than 40,000 of them are currently in use. Probably the ideal ordering system for schools, these accounts can be opened for as little as $25. This method of ordering provides the maximum convenience for schools and State agencies, because it enables them to avoid obtaining quotations, sending individual remittances, and preparing claim vouchers for each order.

When such an account is opened, an individual account number is assigned, a supply of special depositors' order blanks is forwarded to the new depositor, and orders are filled as soon as they are received. Annotations are made on the order blanks as to the status of any nondelivered goods and are sent to the depositor, showing charges made and balance on hand. The Superintendent of Documents will advise the depositor when this balance becomes low. There is no charge for maintaining a deposit account.

With these last two methods, the check to cover the cost is procured through the system ordinarily used by the school. But in these instances the purchase order would read, for example, "Special Document Coupons: $50" or "For Depositor's Account: $100." The accompanying claim voucher or pro forma invoice, if requested, would be executed by the Superintendent of Documents and sent to the school. The check that would then be issued by the school or agency would cover the cost of several months' or perhaps a year's supply of Government publications and would eliminate many separate paper processings. Use of coupons or depositors' accounts also facilitates the ordering of low-price publications and subscriptions which might otherwise not have been placed, being thought of as "not worth all that paperwork."

Points to Remember

1. Do include all the necessary identifying information when ordering publications from GPO.

2. Do write directly to the issuing agency for publications meant for free distribution. Do not add "GPO" to the address.

3. Do not add postage when totaling your bill if you want the publications sent by regular mail. Do add the postage if you request air mail, special delivery, or foreign delivery. One-fourth of the purchase price of publications should be added for foreign mail.

4. Do not send cash or postage stamps in payment. Do send check or money order, payable to the Superintendent of Documents, or special document coupons with your order unless you are charging the publications against your depositor's account.

5. Do remember the 25-percent discount allowed on orders for 100 copies or more of the same publication to be mailed to one address. You may find that you can consolidate your order with that of another teacher or counselor.

6. Do keep abreast of current Government publications for sale. Request that your name be added to the growing list (now over 1 million) of those who receive free the semimonthly list of selected Government publications. (See page 76 for information on how to obtain this list.)

7. Do separate any request for information from a direct order. If you do not, your order will be held up until the search for information has been completed.

Requests for information and orders for priced publications should be addressed to the *Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.*

APPENDIX B. ADDRESSES OF FEDERAL AGENCIES

AEC
Atomic Energy Commission
P. O. Box 62
Oak Ridge, Tennessee 37831

AID
U.S. Department of State
Agency for International Development
Chief, Recruitment Branch
Employment Division
A/PA
Washington, D.C. 20523

AOA
U.S. Department of Health, Education, and Welfare
Administration on Aging
330 Independence Avenue, S.W.
Room 33339
Washington, D.C. 20201

BAT
U.S. Department of Labor
Bureau of Apprenticeship and Training
Division of Information and Publications
1730 M Street, N.W.
Washington, D.C. 20210

BES
U.S. Department of Labor
Bureau of Employment Security
Office of Manpower Information
14th Street and Constitution Avenue, N.W.
Room 2210
Washington, D.C. 20210

BC
U.S. Department of Commerce
Bureau of the Census
Publications Distribution
Federal Office Building No. 4
Room 2205
Washington, D.C. 20233

BLS
U.S. Department of Labor
Bureau of Labor Statistics
Office of Inquiries and Correspondence
441 G Street, N.W.
Washington, D.C. 20212
(The addresses of BLS regional offices are listed on page 85.)

CB
U.S. Department of Health, Education, and Welfare
Children's Bureau
Publications Distribution of the Children's Bureau
Social and Rehabilitation Service
North Building, Room G - 761
Washington, D.C. 20201

CIA
Central Intelligence Agency
Office of Personnel
Washington, D.C. 20505

CLMP
U.S. Department of Labor
The President's Advisory Committee on Labor-Management Policy
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

EDA
U.S. Department of Commerce
Economic Development Administration
Room 6814-B
Washington, D.C. 20230

EEOC
Equal Employment Opportunity Commission
Office of Public Affairs
1800 G Street, N.W.
Washington, D.C. 20006

ESSA
U.S. Department of Commerce
Environmental Science Services Administration
Publications Division
Rockville, Maryland 20852

FBI
Federal Bureau of Investigation
Room 4718
Washington, D.C. 20535

FBP
U.S. Department of Justice
Federal Bureau of Prisons
Publications Office
101 Indiana Avenue, N.W.
Washington, D.C. 20537

FRB
Federal Reserve Board
Director
Division of Personnel Administration
Board of Governors
Washington, D.C. 20551

GPO
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

HSNS
U.S. Department of Defense
High School News Service
Building 1 B
Great Lakes, Illinois 60085

HUD
U.S. Department of Housing and Urban Development
Director of Personnel
Washington, D.C. 20410

INS
U.S. Department of Justice
Immigration and Naturalization Service
Personnel Officer
119 D Street, N.E.
Washington, D.C. 20536

IRS
U.S. Department of Treasury
Internal Revenue Service
Room 1024
1111 Constitution Ave., N.W.
Washington, D.C. 20224

LMSA
U.S. Department of Labor
Labor-Management Services Administration
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

LSB
U.S. Department of Labor
Bureau of Labor Standards
Publications Office
Railway Labor Building, Room 403
400 First Street, N.W.
Washington, D.C. 20210

MA
U.S. Department of Labor
Manpower Administration
Office of Assistant Manpower Administrator
Publications Room 550
1726 M Street, N.W.
Washington, D.C. 20210

NASA
National Aeronautics and Space Administration
Code FAD-1
Washington, D.C. 20545

NBS
U.S. Department of Commerce
National Bureau of Standards
A617
Publications Section
Administration Building
Washington, D.C. 20234

NSF
National Science Foundation
Distributions
1800 G Street, N.W.
Room 232
Washington, D.C. 20550

NYC
Department of Labor
Neighborhood Youth Corps
Publications
Room 550
1726 M Street, N.W.
Washington, D.C. 20210

OE
U.S. Department of Health, Education, and Welfare
Office of Education
Publications Distribution Unit
400 Maryland Avenue, S.W.
Washington, D.C. 20202

OEO
Office of Economic Opportunity
1200 19th Street, N.W.
Room 307
Washington, D.C. 20506

OOS
U.S. Department of Labor
Bureau of Labor Statistics
Occupational Outlook Service
441 G Street, N.W.
Washington, D.C. 20212

OPA
U.S. Department of Health, Education, and Welfare
Office of the Assistant Secretary (for Legislation)
Office of Program Analysis
Room 5427 North
Washington, D.C. 20201

OSD
U.S. Department of Defense*
Office of the Secretary of Defense
Office Services Branch
Publications
Room 3 B 200
Washington, D.C. 20301

OVRR
U.S. Department of Labor
Office of Veterans' Reemployment Rights
Room 7400
14th & Constitution Ave., N.W.
Washington, D.C. 20210

PC
U.S. Department of State
Peace Corps
Public Affairs Support
Room 337
1717 M Street, N.W.
Washington, D.C. 20525

PCEH
President's Committee on Employment of the Handicapped
Washington, D.C. 20210

PHS
U.S. Department of Health, Education, and Welfare
U.S. Public Health Service
Public Inquiries Branch Chief
Room 5251
Health, Education, and Welfare South
Washington, D.C. 20201

SBA
Small Business Administration
Publications Unit
1441 L Street, N.W.
Room 100
Washington, D.C. 20416

SS
U.S. Department of the Treasury
U.S. Secret Service
Treasury Building, Room 1434
Washington, D.C. 20226

SSA
U.S. Department of Health, Education, and Welfare
Social Security Administration
414 11th Street, N.W.
Washington, D.C. 20203

USCSC
U.S. Civil Service Commission
Washington, D.C. 20415

USDA
U.S. Department of Agriculture
Office of Information
Division of Publications
Washington, D.C. 20250

USDC
U.S. Department of Commerce
Office of Publications
Washington, D.C. 20301

USDHEW
U.S. Department of Health, Education, and Welfare
Office of Public Information
Room 5551
Washington, D.C. 20201

USDI
U.S. Department of Interior
Office of Personnel Management
Washington, D.C. 20240

USDJ
U.S. Department of Justice
Public Information Office
Room 5113
10th and Pennsylvania Ave., N.W.
Washington, D.C. 20530

USDL
U.S. Department of Labor
Office of Information
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

USDS
U.S. Department of State
Recruitment Branch
Office of Personnel
Washington, D.C. 20520

*Military forces publications are available at local military recruiting offices and most school and public libraries.

USIA
U.S. Information Agency
Personnel Services Staff
1776 Pennsylvania Ave., N.W.
Washington, D.C. 20006

USPOD
U.S. Post Office Department
Bureau of Personnel
Room 3140
Washington, D.C. 20260

VA
Veterans Administration
Forms and Publications Depot
2625 Shirlington Road
Arlington, Virginia 22206

VRA
U.S. Department of Health, Education, and Welfare
Vocational Rehabilitation Administration
3rd Street and Independence Ave., S.W.
Washington, D.C. 20201

WB
U.S. Department of Labor
Women's Bureau
Division of Information & Publications
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

WHPC
U.S. Department of Labor
Wage and Hour and Public Contracts Divisions
Office of Information, Room 5133
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20210

* * *

Much Government issued occupational literature that is of interest to teachers and vocational guidance counselors is prepared by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor.

The BLS has eight regional offices located throughout the country. These offices have been designated as agents of the Superintendent of Documents for the purpose of selling priced publications. In addition, they distribute all of the free BLS publications. Each office sends out periodic announcements describing the free and priced materials available through them.

To be added to the mailing list of the regional office in your area, write to the office at the address nearest you:

REGION I - BOSTON
1603-A Federal Building
Government Center
Boston, Massachusetts 02203
(Conn., Maine, Mass., N.H., R.I., Vermont)

REGION II - NEW YORK
341 Ninth Avenue
New York, New York 10001
(N.J., N.Y., P.R., V.I.)

REGION III - PHILADELPHIA
1015 Chestnut Street
Philadelphia, Pennsylvania 19107
(Del., D.C., Md., N.C., Pa., Va., W. Va.)

REGION IV - ATLANTA
1371 Peachtree Street, N.E.
Atlanta, Georgia 30309
(Ala., Fla., Ga., Miss., S.C., Tenn.)

REGION V - CHICAGO
219 S. Dearborn Street
Chicago, Illinois 60604
(Ill., Ind., Ky., Mich., Minn., Ohio, Wis.)

REGION VI - KANSAS CITY
911 Walnut Street
Kansas City, Missouri 64106
(Colo., Iowa, Kansas, Mo., Montana, Neb., N.D., S. D., Utah, Wyoming.)

REGION VII - DALLAS
1411 N. Akard Street
Dallas, Texas 75201
(Ark., La., N.M., Okla., Texas.)

REGION VIII - SAN FRANCISCO
450 Golden Gate Avenue
Box 36017
San Francisco, California 94102
(Alaska, Ariz., Calif., Hawaii, Idaho, Nevada, Oregon, Washington.)

APPENDIX C. OCCUPATIONAL OUTLOOK QUARTERLY-CUMULATIVE INDEX

Manpower and Occupational Outlook

	Issue	
A million and a half technicians needed by 1975	December	1967
Aerospace facts, the manpower story	May	1966
Automotive services, career opportunities	February	1966
Business growth boosts salaried management jobs	February	1967
Career opportunities in government	May 1966, September	1966
Changing job market	December	1966
Eighty-nine million jobs by 1975?	May	1967
Farm machinery troubleshooter	September	1967
Federal Government work force: A need for new and more complex skills	September	1967
Foreign service, careers in	September	1966
Government service: An urgent need for talent	September	1966
High school graduates, spotlight on opportunities	September	1967
Jobs with a future for high school graduates	February	1968
Lineup for college women at baccalaureate plus seven	September	1967
Looking for a temporary job?	September	1968
Manpower shortages, facts about	May	1966
Medical laboratory assistants, career opportunities	February	1966
NASA: Brief history–Long strides	May	1966
New jobs for Negroes	December	1966
xOccupational forecasting–A bridge between education and work	September	1967
Shorthand reporters, employment outlook	December	1966
Skilled jobs, average pay	December	1967
Skilled jobs for girls	December	1967
State and local governments: Burgeoning need for manpower	May	1967
xState policeman, employment opportunities	September	1966
xSystems analyst: A softwear specialist	May	1967
The job-shop engineer	February	1968
xThe men behind the man in the moon	May	1966
The Negro's occupational progress	December	1966
The unemployed–A portrait in depth	May	1966
xThe health manpower gap: A high hurdle	February	1967
xThey play for money (employment outlook for athletes)	December	1967
Where the action is (summer jobs)	February	1966
White-collar workers, salaries	September	1966
Who are the unemployed?	May	1966

Service and Work Programs

A human renewal program	February	1966
Community Action Program: Grass roots opportunities	September	1967
Jobs: The live ammunition in the war on poverty	February	1968
Neighborhood Youth Corps–Help for chronic losers	September	1967
OIC: Craftsmen with confidence	December	1966
Plans for Progress	December	1966
Service occupations, training for, under MDTA	September	1966
VISTA: Volunteers with Vision	December	1967
Summer jobs, where the action is	February	1966
Teacher Corps	September	1967

Education and Training

	Issue	
xABC: A college survival technique	February	1968
xApprentice opportunities for youth	December	1967
Colleges lead climb in school enrollment	May	1967
Cooperative education, putting theory into practice	February	1966
xDental assistant: Third hand for the dentist	February	1966
Education for the public service	September	1966
Educational attainment of the work force	September	1966
xEducational talent search: Radar for the colleges	February	1968
xGuidance for gifted students	February	1968
xHelp for the disadvantaged	September	1967
How to get into the college of your choice	February	1966
Negroes climb toward equality of education	May	1967
Spotlight on high school graduates	September	1967
Vocational education: Training for yesterday's job?	May	1966

Legislation and Regulations

x Old problem: Young workers	February	1967
Warmer benefits for the Cold War GI	February	1967

Other Background Material for Counseling

Cold War GI, warmer benefits for	February	1967
College graudates, annual spring scramble for	September	1966
Counseling aids ... February 1966, May 1966, February 1967, May 1967, December 1967, February 1968	September	1966
Counseling and the world of work in the 1970's	May	1966
Educational attainment of the work force	September	1966
Electronic computer industry: A young giant	December	1967
"Everything's go" for the college grad	May	1967
For women–A longer worklife	September	1967
Interview with Vice President Hubert H. Humphrey	December	1966
Jobs for high school and college students	December	1967
xMinority youth can be apprentices	December	1967
xNASA counsels the earthbound	May	1966
NEA to match teachers and counselors with jobs–by computer	May	1967
New jobs for Negroes	December	1966
Pay is good in craft jobs	December	1967
Recent publications on manpower May 1966, September 1966, February 1967, September 1967, December 1967, February 1968.	February	1966
xRetooling for higher education	May	1967
xSkilled jobs for girls	December	1967
Summer jobs for youth	May	1967
xThe counselor and the Negro student	December	1966
The dropout who made good	December	1967
xThe many faces of technology	May	1967

	Issue	
xThe Negro entrepreneur	February	1966
The world of work as it appears to high school students	May	1967
Upward bound: Quest for hidden talent	February	1967
What happens to school dropouts?	February	1967

Note: This index lists all articles (some titles abbreviated to conserve space) that appeared in the Occupational Outlook Quarterly in the 2-year period February 1966-February 1968.

Reprints of articles preceded by an x are available free of charge from the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Service, Washington, D.C. 20212, as long as supplies last.

APPENDIX D. PERIODICALS

In several sections of this Guide, references have been made to periodicals published by various departments of the Federal Government. Several of these periodicals frequently contain information that is of interest to counselors. Their titles and prices are listed below, by issuing department. The U.S. Government Printing Office (GPO), Washington, D.C. 20402, handles all requests for subscriptions that are priced. (See appendix A.)

President's Committee on Employment of the Handicapped

PERFORMANCE - THE STORY OF THE HANDICAPPED. (PCEH). Free. Booklet issued monthly containing various articles of interest to the handicapped and to those dealing with the handicapped. Some typical subjects covered are architectural barriers, training opportunities for the retarded, and stories of people who have overcome their handicaps.

U.S. Civil Service Commission

CIVIL SERVICE JOURNAL. 25 cents a copy. $1 a year. Booklet contains articles on government employment, training, personnel, and related programs. Regular features include recruiting needs, incentive awards, personnel legislation, legal decisions, training news, and book reviews.

U.S. Department of Health, Education, and Welfare

AMERICAN EDUCATION. USDHEW. Office of Education. 10 issues annually. 45 cents a copy. $3.75 a year. Reports on the Federal Government's role in education. Consists of articles that discuss the important trends in education. Lists recent government publications concerned with education and also contains a special feature called the Statistic of the Month.

U.S. Department of Labor

AREA TRENDS IN EMPLOYMENT AND UNEMPLOYMENT. USDL. Bureau of Employment Security. (BES). Bi-Monthly. Free. See page 20 for annotation.

EMPLOYMENT AND EARNINGS AND MONTHLY REPORT ON THE LABOR FORCE. USDL. Bureau of Labor Statistics. Monthly. 65 cents a copy. $7 a year. Presents statistics on the labor force, employment, earnings, hours, and labor turnover, based on industry payrolls and household surveys. Provides data on employment in State and metropolitan areas, by industry. An *Annual Supplement* containing statistical averages for the preceding year is available toward the end of each year. See page 71 for annotation.

EMPLOYMENT SERVICE REVIEW. USDL. Bureau of Employment Security. Monthly. 40 cents a copy. $4.50 a year. A monthly publication containing articles on employment service operations in the fields of manpower development and utilization. Presents articles on occupational developments, manpower trends, community and industry occupational surveys, training requirements, and other related subjects.

MONTHLY LABOR REVIEW. USDL. Bureau of Labor Statistics. Monthly. 75 cents a copy. $7.50 a year. A monthly publication presenting studies, reports, and special articles on labor and related topics. Contains a separate section which provides current statistics on employment, labor turnover, earnings and hours, prices, etc. (reissued subsequently as an annual supplement). Special departments summarize developments in industrial relations and court decisions. Also includes book reviews, book notes, and a chronology of labor events.

OCCUPATIONAL OUTLOOK QUARTERLY. USDL. Bureau of Labor Statistics. 35 cents a copy. $1.25 a year. A quarterly publication reviewing current developments affecting employment opportunities. Includes articles on topics such as changing occupational employment and changing occupational structure, occupational and industry employment trends, education and training requirements, and other subjects of interest to counselors. Issued as a supplement to the biennial *Occupational Outlook Handbook.*

THE CURRENT EMPLOYMENT MARKET FOR ENGINEERS, SCIENTISTS, AND TECHNICIANS. USDL. Bureau of Employment Security. (BES). Semiannual. Free. See page 13 for annotation.

U.S. Department of Defense

HIGH SCHOOL NEWS SERVICE REPORT. USDD. High School News Service. (HSNS). Free. Published monthly during the school year, the report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information on current personnel programs of the U.S. Armed Forces. The first issue of the year describes basic facts about military service. The remaining monthly issues, intended primarily for student readership, contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Printed in detachable form to facilitate posting and classroom use.

HIGH SCHOOL NEWS SERVICE CLIPSHEET. USDD. High School News Service. (HSNS). Free. Published monthly during the school year as a supplement to the *High School News Service Report.* Clipsheet is designed for bulletin board use and deals with a single topic of interest to students who expect to serve in the Armed Forces.

APPENDIX E. FEDERAL DEPOSITORY LIBRARIES

Certain libraries throughout the United States are designated depositories for Government publications. Through them Federal Government publications are made available to residents of every State, the District of Columbia, and Puerto Rico.

It is sometimes impossible to obtain desired publications from the Superintendent of Documents. Stocks may have been exhausted or the document may be out of print. In these instances, the depository libraries render an invaluable service by keeping such publications permanently available. Not every Government publication can be found at all depository libraries, as each library selects the classes of publications of interest to its particular clientele. The depository libraries are, nevertheless, an excellent source for locating Government published manpower and other counseling information.

The following list shows the location and names of each of the depository libraries as of February 1967. Those libraries designated as *REGIONAL* receive and retain at least one copy of all Government publications made available to depositories and provide interlibrary loans and reference services for the other depository libraries located within their region.

LIST OF DEPOSITORY LIBRARIES

ALABAMA

Auburn	Auburn University Library
Birmingham	Samford University
	Birmingham Southern College, M. Paul Phillips Library
	Public Library
Florence	Florence State College, Collier Library
Gadsden	Gadsden Public Library
Huntsville	University of Alabama Library at Huntsville
Jacksonville	State Teachers College Library
Maxwell A.F. Base	Air University Library
Mobile	Mobile Public Library
Mobile (Spring Hill)	Spring Hill College, Thomas Byrne Memorial Library
Montgomery	Department of Archives and History Library
	Supreme Court Library of Alabama
Normal	Alabama Agricultural and Mechanical College, Carnegie Library
St. Bernard	St. Bernard College Library
Troy	Troy State College Library
Tuskegee Institute	Hollis Burke Frissell Library
University	University of Alabama Library–REGIONAL
Anchorage	Alaska Methodist University Library
	Anchorage Community College Library
College	University of Alaska Library
Juneau	Alaska State Library

AMERICAN SAMOA

Pago Pago	Library of American Samoa

ARIZONA

Flagstaff	Northern Arizona University Library
Phoenix	Department of Library and Archives–REGIONAL
	Phoenix Public Library
Tempe	Arizona State University, Matthews Library
Thatcher	Eastern Arizona Junior College Library
Tuscon	University of Arizona Library–REGIONAL
Yuma	Yuma City-County Library

ARKANSAS

Arkadelphia	Ouachita Baptist College Library
Batesville	Arkansas College Library
Clarksville	College of the Ozarks Library
College Heights	Arkansas Agricultural and Mechanical College Library
Conway	Hendrix College, The H.F. Buhler Library
Fayetteville	University of Arkansas Library
Little Rock	Little Rock Public Library
	Supreme Court Library
Magnolia	Southern State College, J.M. Peach Library
Russellville	Arkansas Polytechnic College Library
Searcy	Harding College, Beaumont Memorial Library
State College	Arkansas State College Library

CALIFORNIA

Anaheim	Anaheim Public Library
Archata	Humboldt State College Library
Bakersfield	Kern County Free Library
Berkeley	Earl Warren Legal Center Library of University of California at Berkeley
	University of California Library
Chico	Chico State College Library
Claremont	Pomona College, Honnold Library
Culver City	Culver City Library
Davis	University of California Library at Davis
Downey	Downey City Library
Fresno	Fresno County Free Library
	Fresno State College Library
Fullerton	California State College Library at Fullerton
Gardena	Gardena Public Library
Hayward	California State College Library at Hayward
Inglewood	Inglewood Public Library
Irvine	University of California Library at Irvine
La Jolla	University of California Library at La Jolla
Lancaster	Antelope Valley College Library
Long Beach	California State College Library at Long Beach
	Public Library
Los Angeles	California State College at Los Angeles, John F. Kennedy Memorial Library
	Los Angeles County Law Library
	Los Angeles Public Library
	Loyola University of Los Angeles Library
	Occidental College Library
	Pepperdine College Library
	University of California Library at Los Angeles
	University of California, School of Law Library
	University of Southern California Library
Lynwood	Lynwood Library
Marysville	Yuba College District Library
Menlo Park	Department of Interior, Geological Survey Library
Montebello	Rio Hondo Regional Library
Monterey	Naval Postgraduate School Library
Monterey Park	Bruggemeyer Memorial Library
Northridge	San Fernando Valley State College Library
Oakland	Mills College Library
	Oakland Public Library
Orange	Orange County Free Library
Pasadena	California Institute of Technology Library
	Pasadena Public Library
Pleasant Hill	Contra Costa County Library
Redding	Shasta County Free Library
Redlands	University of Redlands Library

Redwood City	Redwood City Public Library
Reseda	West Valley Regional Branch Library
Richmond	Richmond Public Library
Riverside	Riverside Public Library
	University of California Library at Riverside
Sacramento	California State Library–REGIONAL
	City Free Library
	Sacramento County Law Library
	Sacramento State College Library
San Bernadino	San Bernadino County Library
San Diego	San Diego County Library
	San Diego Public Library
	San Diego State College Library
	University of San Diego, School of Law Library
San Francisco	Mechanics Institute Library
	San Francisco Public Library
	San Francisco State College, Social Science and Business Library
	University of San Francisco, Richard A. Gleeson Library
San Jose	San Jose State College Library
San Leandro	San Leandro Community Library Center
Santa Ana	Santa Ana Public Library
Santa Barbara	University of California Library at Santa Barbara
Santa Clara	University of Santa Clara, Michel Orradre Library
Santa Cruz	University of California Library at Santa Cruz
Santa Rosa	Santa Rosa Public Library
Stanford	Stanford University Libraries
Stockton	Stockton Free Public Library
Thousand Oaks	California Lutheran College Library
Turlock	Stanislaus State College Library
Walnut	Mt. San Antonio College Library
West Covina	West Covina Library
Whittier	Whittier College Library

CANAL ZONE

Balboa Heights	Canal Zone Library

COLORADO

Alamosa	Adams State College Library
Boulder	University of Colorado Library–REGIONAL
Colorado Springs	Colorado College, Charles Learning Tutt Library
Denver	Colorado State Library
	Department of Interior, Bureau of Reclamation Library
	Public Library–REGIONAL
	Regis College Library
	University of Denver, Mary Reed Library
Fort Collins	Colorado State University Library
Golden	Colorado School of Mines Library
Greeley	Colorado State College Library
Gunnison	Western State College Library
La Junta	Otero Junior College, Wheeler Library
Pueblo	McClelland Public Library
	Southern Colorado State College Library
U.S. Air Force Acad.	Academy Library

CONNECTICUT

Bridgeport	Bridgeport Public Library
Bristol	Public Library
Hartford	Connecticut State Library–REGIONAL
	Hartford Public Library
	Trinity College Library
Danbury	Danbury State College Library
Middletown	Wesleyan University, Olin Library
Mystic	Mystic Seaport Library
New Haven	Yale University Library
New London	Connecticut College, Palmer Library
	U.S. Coast Guard Academy Library
Storrs	University of Connecticut Library
Waterbury	Silas Branson Library

DELAWARE

Dover	Delaware State College Library
	State Law Library
Newark	University of Delaware, Morris Library
Wilmington	Wilmington Institute Free Library

DISTRICT OF COLUMBIA

Washington, D.C.	Bureau of the Budget Library, Executive Office of the President
	Civil Service Commission Library
	Department of Commerce Library
	Department of Health, Education, and Welfare Library
	Department of Interior Central Library
	Department of Interior, Geological Survey Library
	Department of Justice Main Library
	Department of State Library
	Department of State, Office of Legal Advisor, Law Library
	National Agricultural Library
	National War College Library
	Navy Department Library
	Navy Department, Office of Judge Advocate General Library
	Post Office Department Library
	Public Library
	Treasury Department Library

FLORIDA

Boca Raton	Florida Atlantic University Library
Coral Gables	University of Miami Library
Daytona Beach	Volusia County Public Libraries
De Land	John B. Stetson University, Sampson Library
Fort Lauderdale	Nova University Library
Gainesville	University of Florida Library–REGIONAL
Jacksonville	Jacksonville Public Library
	Jacksonville University Library
Lakeland	Park Trammell Public Library
Leesburg	Lake-Sumter Junior College Library
Melbourne	Brevard Engineering College Library
Miami	Miami Public Library
Opa-Locka	Biscayne College Library
Orlando	Florida Technical University Library
Palatka	St. Johns River Junior College Library
Pensacola	University of West Florida
St. Petersburg	St. Petersburg Public Library

Tallahassee	Florida Agricultural and Mechanical University Library
	Florida State Library
	Florida State University Library
Tampa	Tampa Public Library
	University of South Florida Library
	University of Tampa Library
Winter Park	Rollins College, Mills Memorial Library

GEORGIA

Albany	Albany Public Library
Americus	Georgia Southwestern College
Athens	University of Georgia Libraries
Atlanta	Atlanta Public Library
	Atlanta University, Trevor Arnett Library
	Emory University, Asa Griggs Candler Library
	Georgia Institute of Technology, Price Gilbert Memorial Library
	Georgia State Library
Augusta	Augusta College Library
Brunswick	Brunswick Public Library
Carrollton	West Georgia College Library
Dahlonega	North Georgia College Library
Macon	Mercer University Library
Marietta	Keenesaw Junior College Library
Milledgeville	Women's College of Georgia Library
Savannah	Savannah Public Library
Statesboro	Georgia Southern College Library
Valdosta	Valdosta State College Library

GUAM

Agana	Nieves M. Flores Memorial Library

HAWAII

Hilo	University of Hawaii, Hilo Campus Library
Honolulu	Chaminade College Library
	Hawaii State Library
	Municipal Reference Library
	University of Hawaii Library
Laie	Church College of Hawaii Library
Wailuku	Maui County Library

IDAHO

Boise	Boise College Library
	Boise Public Library
	Idaho State Law Library
Caldwell	The College of Idaho, Strahorn Memorial Library
Moscow	University of Idaho Library–REGIONAL
Pocatello	Idaho State University Library
Rexburg	Ricks College Library

ILLINOIS

Bloomington	Illinois Wesleyan University Libraries
Carbondale	Southern Illinois University Library
Carlinville	Blackburn College Library
Champaign	University of Illinois
Charleston	Eastern Illinois University, Booth Library
Chicago	Chicago Natural History Museum Library
	Chicago Public Library
	Illinois Teachers College, North Campus Library
	John Crerar Library
	Loyola University, E.M. Cudahy Memorial Library
	Newberry Library
	University of Chicago, Law Library
	University of Chicago Library
	University of Illinois, Chicago Circle Campus Library
Decatur	Decatur Public Library
De Kalb	Northern Illinois University Library
Edwardsville	Southern Illinois University, Lovejoy Memorial Library
Elsah	Principia College, Marshall Brooks Library
Evanston	Northwestern University Library
Freeport	Freeport Public Library
Galesburg	Galesburg Public Library
Jacksonville	MacMurray College Library
Kankakee	Olivet Nazarene College Library
Lake Forest	Lake Forest College, Donnelley Library
Lisle	St. Procopius College Library
Lockport	Lewis College of Science and Technology Library
Macomb	Western Illinois University Memorial Library
Monmouth	Monmouth College Library
Normal	Illinois State Normal University Library
Oak Park	Oak Park Public Library
Peoria	Bradley University Library
	Peoria Public Library
River Forest	Rosary College
Rock Island	Rock Island Public Library
Rockford	Public Library
Springfield	Illinois State Library–REGIONAL
Urbana	University of Illinois Library
Wheaton	Wheaton College Library
Woodstock	Woodstock Public Library

INDIANA

Anderson	Anderson College, Charles E. Wilson Library
Bloomington	Indiana University Library
Crawfordsville	Wabash College Library
Evansville	Evansville Public Library
Fort Wayne	Indiana-Purdue University Regional Campus Library
	Public Library
Gary	Gary Public Library
	Indiana University, Northwest Campus
Greencastle	De Pauw University Library
Hammond	Hammond Public Library
Hanover	Hanover College Library
Huntington	Huntington College Library
Indianapolis	Butler University, Irwin Library
	Indiana State Library–REGIONAL
	Indianapolis Public Library
Jeffersonville	Indiana University, Southeastern Campus Library
Lafayette	Purdue University Library
Muncie	Ball State Teachers College Library
	Public Library
Notre Dame	University of Notre Dame Library
Rensselaer	St. Joseph's College Library
Richmond	Earlham College, Lilly Library
	Morrison-Reeves Library

South Bend	Indiana University, South Bend-Mishawaka Campus Library
Terre Haute	Indiana State College Library
Valparaiso	Valparaiso University Library

IOWA

Ames	Iowa State University of Science and Technology Library
Cedar Falls	State College of Iowa Library
Council Bluff	Free Public Library
Des Moines	Iowa State Traveling Library
	Drake University, Cowles Library
	Public Library
Dubuque	Carnegie-Stout Free Public Library
Fairfield	Parsons College Library Branch of Fairfield Free Public Library
Grinnell	Grinnell College Library
Iowa City	University of Iowa Library–REGIONAL
Lamoni	Graceland College Library
Mount Vernon	Cornell College Library
Sioux City	Public Library

KANSAS

Atchison	St. Benedict's College, The Abbey Library
Baldwin City	Baker University Library
Emporia	Kansas State Teachers College, William Allen White Library
Hays	Fort Hays Kansas State College, Forsyth Library
Hutchinson	Hutchinson Public Library
Lawrence	University of Kansas Library
Manhattan	Kansas State University Library
Pittsburg	Kansas State College of Pittsburg, Porter Library
Salina	Kansas Wesleyan University Library
Topeka	Kansas State Historical Society Library
	Kansas State Library
Wichita	Wichita State University Library

KENTUCKY

Ashland	Ashland Public Library
Barbourville	Union College, Abigail E. Weeks Memorial Library
Bowling Green	Western Kentucky State Teachers College Library
Danville	Centre College Library
Elizabethtown	Oxbow Regional Library
Frankfort	State Law Library
Lexington	University of Kentucky Library
Louisville	Louisville Free Public Library
	University of Louisville Library
Morehead	Morehead State University, Johnson Camden Library
Murray	Murray State College Library
Owensboro	Kentucky Wesleyan College Library
Pikeville	Pikeville College Library
Richmond	Eastern Kentucky University, John Grant Crabbe Library

LOUISIANA

Baton Rouge	Louisiana State University, Law Library
	Louisiana State University Library–REGIONAL
	Southern University Library
Hammond	Southeastern Louisiana College, Sims Memorial Library
Lafayette	University of Southwestern Louisiana Library
Lake Charles	McNeese State College Library
Monroe	Northeast Louisiana State College, Sandel Library
Natchitoches	Northwestern State College of Louisiana
New Orleans	Law Library of Louisiana
	Louisiana State University Library
	Loyola University Library
	New Orleans Public Library
	Southern University in New Orleans Library
	Tulane University, Howard-Tilton Memorial Library
Ruston	Louisiana Polytechnic Institute Library–REGIONAL
Shreveport	Shreve Memorial Library
Thibodaux	Francis T. Nicholls State College Library

MAINE

Augusta	Maine State Library
Bangor	Bangor Public Library
Brunswick	Bowdoin College Library
Lewiston	Bates College Library
Orono	University of Maine Library–REGIONAL
Portland	Portland Public Library
	University of Maine, Law Library
Springvale	Nasson College Library
Waterville	Colby College Library

MARYLAND

Annapolis	Maryland State Library
	U.S. Naval Academy Library
Baltimore	Enoch Pratt Free Library
	Johns Hopkins University Library
	Morgan State College Library
Bethesda	Montgomery County Department of Public Libraries
Chestertown	Washington College, George Avery Bunting Library
College Park	University of Maryland Library–REGIONAL
Germantown	Atomic Energy Commission Library
Salisbury	Salisbury State College Library
Towson	Gaucher College, Julia Rogers Library
Westminster	Western Maryland College Library

MASSACHUSETTS

Amherst	Amherst College Library
	University of Massachusetts, Goodell Library
Boston	Boston Athenaeum Library
	Northeastern University, Dodge Library
	Boston Public Library
	State Library of Massachusetts–REGIONAL
Brookline	Public Library
Cambridge	Harvard College Library, Serials Division
	Massachusetts Institute of Technology Library

Chestnut Hill	Boston College, Bapst Library
Lowell	Lowell Technological Institute Library
Lynn	Lynn Public Library
Medford	Tufts University Library
New Bedford	Public Library
North Dartmouth	Southeastern Massachusetts Technological Institute Library
North Easton	Stonehill College, Cushing-Martin Library
Springfield	City Library
Waltham	Brandeis University Library
Wellesley	Wellesley College Library
Wenham	Gordon College, Winn Library
Williamstown	Williams College Library
Worcester	American Antiquarian Society Library
	Free Public Library

MICHIGAN

Albion	Albion College, Stockwell Memorial Library
Allendale	Grand Valley State College Library
Alma	Alma College, Monteith Library
Ann Arbor	University of Michigan, General Library
Battle Creek	Willard Library
Benton Harbor	Benton Harbor Public Library
Bloomfield Hills	Cranbrook Institute of Science Library
Dearborn	Henry Ford Community College Library
Detroit	Detroit Public Library
	Marygrove College Library
	Mercy College Library
	University of Detroit Library
	Wayne County Public Library
	Wayne State University Library
East Lansing	Michigan State University Library
Escanaba	Michigan State Library, Upper Peninsula Branch
Flint	Charles Stewart Mott Library
Grand Rapids	Grand Rapids Public Library
Houghton	Michigan College of Mining and Technology Library
Jackson	Jackson Public Library
Kalamazoo	Public Library
	Western Michigan University, Dwight B. Waldo Library
Lansing	Michigan State Library–REGIONAL
Livonia	Schoolcraft College Library
Marquette	Northern Michigan College, Olson Library
Mt. Pleasant	Central Michigan University Library
Muskegon	Hackley Public Library
Petoskey	North Central Michigan College Library
Port Huron	Port Huron Public Library
Rochester	Oakland University Library
Saginaw	Hoyt Public Library
Traverse City	Northwestern Michigan College, Mark Osterlin Library
University Center	Delta College Library
Ypsilanti	Eastern Michigan University Library

MINNESOTA

Bemidji	Bemidji State College Library
Collegeville	St. Johns University Library
Duluth	Duluth Public Library
Mankato	Mankato State College Library
Minneapolis	Public Library
	University of Minnesota Library–REGIONAL
Moorhead	State College Library
Morris	University of Minnesota, Morris Library
Northfield	Carleton College Library
	St. Olaf College Library
St. Cloud	St. Cloud State College Library
St. Paul	Minnesota Historical Society Library
	Minnesota State, Law Library
	St. Paul Public Library
St. Peter	Gustavus Adolphus College Library
Stillwater	Stillwater Public Library
Willmar	Kandiyohi County-Willmar Library

MISSISSIPPI

Columbus	Mississippi State College for Women, J.C. Fant Memorial Library
Hattiesburg	University of Southern Mississippi Library
Jackson	Jackson State College Library
	Millsaps College, Millsaps-Wilson Library
	Mississippi Library Commission
	Mississippi State Library
State College	Mississippi State University, Mitchell Memorial Library
University	University of Mississippi Library

MISSOURI

Cape Girardeau	Southeast Missouri State College, Kent Library
Columbia	University of Missouri Library
Fayette	Central Methodist College Library
Fulton	Westminster College Library
Hannibal	Free Public Library
Jefferson City	Lincoln University Library
	Missouri State Library
	Missouri Supreme Court Library
Joplin	Missouri Southern College
Kansas City	Kansas City Public Library
	Rockhurst College Library
	University of Kansas City Library
Kirksville	N.E. Missouri State Teachers College, Pickler Memorial Library
Liberty	William Jewell College Library
Rolla	University of Missouri Library at Rolla
St. Joseph	St. Joseph Public Library
St. Louis	St. Louis Public Library
	St. Louis University Library
	University of Missouri Library at St. Louis
	Washington University Library
Springfield	Drury College Library
	Southwest Missouri State College Library
Warrensburg	Central Missouri State College Library

MONTANA

Billings	Eastern Montana College Library
Bozeman	Montana State University Library
Butte	Montana School of Mines Library
Helena	Historical Society of Montana Library
	Montana State Library

Missoula	State University of Montana Library–REGIONAL

NEBRASKA

Blair	Dana College Library
Crete	Whitin Library of Doane College
Fremont	Midland College Library
Hastings	Hastings Public Library
Kearney	Nebraska State Teachers College Library
Lincoln	Nebraska State Library
	University of Nebraska Libraries
Omaha	Creighton University, Alumni Library
	Municipal University of Omaha Library
	Omaha Public Library
Scottsbluff	Scottsbluff Public Library

NEVADA

Carson City	Nevada State Library
Las Vegas	University of Nevada, Southern Regional Division Library
Reno	University of Nevada Library–REGIONAL

NEW HAMPSHIRE

Concord	New Hampshire State Library
Durham	University of New Hampshire Library
Hanover	Dartmouth College Library
Henniker	New England College Library
Manchester	City Library
	St. Anselm's College, Geisel Library

NEW JERSEY

Atlantic City	Free Public Library
Bayonne	Free Public Library
Bloomfield	Free Public Library
Bridgeton	Cumberland County Library
Camden	Camden Free Public Library
Convent Station	College of St. Elizabeth, Santa Maria Library
East Orange	Free Public Library
Elizabeth	Public Library
Glassboro	Glassboro State College, Savitz Library
Hackensack	Johnson Free Public Library
Irvington	Free Public Library
Jersey City	Free Public Library
	Jersey City State College Library
Madison	Drew University, Rose Memorial Library
Mount Holly	Burlington County Library
New Brunswick	Free Public Library
	Rutgers University Library
Newark	Public Library–REGIONAL
	Rutgers The State University, John Cotton Dana Library
Passaic	Passaic Public Library
Plainfield	Plainfield Public Library
Princeton	Princeton University Library
Rutherford	Fairleigh Dickinson University Library
South Orange	Seton Hall University Library
Teaneck	Fairleigh Dickinson University Library
Toms River	Ocean County College Library
Trenton	State of New Jersey, State Library, Law and Reference Bureau, Department of Education
	Free Public Library
Upper Montclair	Montclair State College, Harry A. Sprague Library
West Long Branch	Monmouth College, Guggenheim Memorial Library
West New York	West New York Free Public Library
Woodbridge	The Free Public Library of Woodbridge

NEW MEXICO

Albuquerque	University of New Mexico
Las Vegas	New Mexico Highlands University, Rodgers Library
Portales	Eastern New Mexico University Library
Santa Fe	New Mexico State, Law Library
	New Mexico State Library, State Library Extension Service–REGIONAL
University Park	New Mexico State University Library

NEW YORK

Albany	New York State Library–REGIONAL
	State University of New York Library at Albany
Binghamton	Harpur College Library
Brooklyn	Brooklyn College Library
	Brooklyn Public Library
	Polytechnic Institute Library
	Pratt Institute Library
	State University of New York, Downstate Medical Center Library
Buffalo	Buffalo and Erie County Public Library
	Buffalo and Erie County Public Library, Grosvenor Reference Division
	State University of New York at Buffalo, Lockwood Memorial Library
Canton	St. Lawrence University Library
Corning	Corning Community College Library
Cortland	State University College Library
Elmira	Elmira College Library
Farmingdale	State University Agricultural and Technical Institute Library
Flushing	Queens College Library
Garden City	Adelphi University Library
Greenvale	C.W. Post College Library
Hamilton	Colgate University Library
Hempstead	Hofstra University Library
	Nassau Library System
Huntington	Huntington Public Library
Ithaca	New York State Colleges of Agriculture and Home Economics, Albert R. Mann Library
	Cornell University Library
Jamaica	Queens Borough Public Library
	St. Johns University Library
Kings Point	U.S. Merchant Marine Academy Library
Mount Vernon	Mount Vernon Public Library
New Paltz	State University College Library
New York City	College of the City of New York Library
	College of Insurance Library
	Columbia University Library
	Cooper Union Library

	Fordham University Library
	New York Law Institute Library
	New York Public Library (Astor Branch)
	New York Public Library (Lenox Branch)
	New York University, University Heights Library
	State University of New York, Maritime College Library
Newburgh	Newburgh Free Library
Oakdale	Adelphi Suffolk College Library
Oneonta	State University College, James M. Milne Library
Oswego	State University College, Penfield Library
Plattsburgh	State University College, Benjamin F. Feinberg Library
Potsdam	Clarkson College of Technology Library State University College Library
Poughkeepsie	Vassar College Library
Rochester	Rochester Public Library University of Rochester Library
St. Bonaventure	St. Bonaventure College Library
Saratoga Springs	Skidmore College Library
Schenectady	Union College Library
Staten Island	Wagner College, Horrmann Library, Grymes Hill
Stony Brook	State University of New York Library
Syracuse	Syracuse University Library
Troy	Troy Public Library
Utica	Utica Public Library
West Point	U.S. Military Academy
Yonkers	Yonkers Public Library

NORTH CAROLINA

Asheville	Asheville-Biltmore College Library
Boone	Appalachian State Teachers College, Dauphin Disco Dougherty Memorial Library
Buies Creek	Campbell College, Carrie Rich Memorial Library
Chapel Hill	University of North Carolina Library–REGIONAL
Charlotte	Public Library of Charlotte & Mecklenburg Co. Queens College Library University of North Carolina at Charlotte, Atkins Library
Cullowhee	Western Carolina College Library
Davidson	Davidson College Library
Durham	Duke University Library
Greensboro	Agricultural and Technical College Library University of North Carolina at Greensboro, Walter Clinton Jackson Library
Greenville	East Carolina College Library
Murfreesboro	Chowan College Library
Pembroke	Pembroke State College Library
Raleigh	North Carolina State University, D.H. Hill Library North Carolina State Library
Salisbury	Catawba College Library
Wilmington	Wilmington College Library
Wilson	Atlantic Christian College, Clarence L. Hardy Library
Winston-Salem	Forsyth County Library System Wake Forest College Library

NORTH DAKOTA

Bismarck	State Historical Library North Dakota Supreme Court Law Library
Fargo	Fargo Public Library North Dakota State University of Agriculture and Applied Sciences Library
Grand Forks	University of North Dakota Library
Minot	Minot State College, Memorial Library
Richardton	Assumption College, Abbey Library
Valley City	State Teachers College Library

OHIO

Ada	Ohio Northern University, J.P. Taggart Library
Akron	Akron Public Library University of Akron Library
Alliance	Mt. Union College Library
Ashland	Ashland College Library
Athens	Ohio University Library
Bluffton	Bluffton College, Musselman Library
Bowling Green	Bowling Green State University Library
Cincinnati	Public Library of Cincinnati and Hamilton County University of Cincinnati Library
Cleveland	Cleveland Public Library Cleveland State University Library Western Reserve University, Freiberger Library John Carroll University, Grasselli Library
Columbus	Columbus Public Library Ohio State Library–REGIONAL Ohio State University Library
Dayton	Dayton and Montgomery County Public Library Miami University-Ohio State University, Dayton Campus Library
Delaware	Ohio Wesleyan University, Charles Slocum Library
Elyria	Elyria Public Library
Gambier	Kenyon College Library
Granville	Denison University Library
Hiram	Hiram College Library
Kent	Kent State University Library
Marietta	Marietta College Library
New Concord	Muskingum College Library
Oberlin	Oberlin College Library
Oxford	Miami University Library
Portsmouth	Free Public Library
Rio Grande	Rio Grande College Library
Springfield	Warder Public Library
Steubenville	Carnegie Library
Tiffin	Heidelberg College Library
Toledo	Toledo Public Library University of Toledo Library
Van Wert	Brumback Library of Van Wert County
Wooster	The College of Wooster, The Andrews Library
Youngstown	Youngstown Public Library

OKLAHOMA

Ada	East Central State Teachers College Library

Alva	Northwestern State Teachers College Library
Bartlesville	Department of Interior, Region IV, Bureau of Mines Library
Durant	Southeastern State College Library
Edmond	Central State College, Max Chambers Library
Enid	Public Library of Enid and Garfield County
Langston	Langston University Library
Norman	University of Oklahoma Library
Oklahoma City	Oklahoma City University Library Oklahoma State Library–REGIONAL
Shawnee	Oklahoma Baptist University Library
Stillwater	Oklahoma State University Library
Tahlequah	Northeastern State Teachers College Library
Tulsa	Tulsa City-County Library Commission University of Tulsa Library
Weatherford	Southwestern State College Library

OREGON

Ashland	Southern Oregon College of Education Library
Corvallis	Oregon State University Library
Eugene	University of Oregon Library
Forest Grove	Pacific University Library
La Grande	Eastern Oregon College Library
McMinnville	Linfield College, Northup Library
Monmouth	Oregon College of Education Library
Portland	Department of Interior, Bonneville Power Administration Library Lewis and Clark College Library Library Association of Portland Portland State College Library Reed College Library
Salem	Oregon State Library

PENNSYLVANIA

Allentown	Muhlenberg College Library
Bethlehem	Lehigh University Library
Bradford	Carnegie Public Library
Carlisle	Dickinson College Library
Cheyney	Cheyney State College Library
Collegeville	Ursinus College Library
East Stroudsburg	East Stroudsburg State College
Erie	Erie Public Library
Greenville	Thiel College, Langenheim Memorial Library
Harrisburg	Pennsylvania State Library
Haverford	Haverford College Library
Hazelton	Hazelton Public Library
Indiana	Indiana State College Library
Johnstown	Cambria Public Library
Lancaster	Franklin and Marshall College, Fackenthal Library
Lewisburg	Bucknell Univeristy Library
Meadville	Allegheny College Library
Millersville	Millersville State College
New Castle	New Castle Free Public Library
Philadelphia	Drexel Institute of Technology Library Philadelphia Free Library Temple University Library University of Pennsylvania Library
Pittsburgh	Allegheny Regional Branch Library Carnegie Library of Pittsburgh Department of Interior, Region V, Bureau of Mines Library University of Pittsburgh Library
Reading	Reading Public Library
Scranton	Scranton Public Library
Slippery Rock	Slippery Rock State College Library
Swarthmore	Swarthmore College Library
University Park	Pennsylvania State University Library
Villanova	Villanova University, Law Library
Warren	Warren Library Association
Washington	Memorial Library of Washington and Jefferson College
Waynesburg	Waynesburg College Library
Wilkes-Barre	King's College Library
Williamsport	James V. Brown Library
York	York Junior College Library

PUERTO RICO

Mayaguez	University of Puerto Rico, College of Agriculture and Mechanical Arts Library
Ponce	Catholic University of Puerto Rico Library
Rio Piedras	University of Puerto Rico General Library

RHODE ISLAND

Kingston	University of Rhode Island Library
Newport	Naval War College Library
Providence	Brown University Library Providence Public Library Rhode Island College Library Rhode Island State Library
Warwick	Warwick Public Library
Westerly	Westerly Public Library

SOUTH CAROLINA

Charleston	Charleston College Library The Citadel Library
Clemson	Clemson University Library
Columbia	Columbia College Library South Carolina State Library University of South Carolina Library
Greenville	Furman University Library Greenville County Library
Orangeburg	South Carolina State College Library
Rock Hill	Winthrop College, Carnegie Library

SOUTH DAKOTA

Aberdeen	Northern State Teachers College Library
Brookings	South Dakota State University, Lincoln Memorial Library
Pierre	South Dakota State Library Commission
Rapid City	Rapid City Public Library South Dakota School of Mines & Technology Library
Sioux Falls	Carnegie Free Public Library
Spearfish	Black Hills Teachers College Library
Vermillion	University of South Dakota Library
Yankton	Yankton College Library

TENNESSEE

Chattanooga	Chattanooga Public Library
Clarksville	Austin Peay State College Library
Jefferson City	Carson-Newman College, Maples Library
Johnson City	East Tennessee State University Library

Knoxville	University of Tennessee Library
Martin	University of Tennessee Library–Martin Branch
Memphis	Cossitt Reference Library
	Memphis State University, John W. Brister Library
Murfreesboro	Middle Tennessee State College Library
Nashville	Fisk University Library
	Joint University Libraries
	Nashville Public Library
	State Library Division, Tennessee State Library and Archives
Sewanee	University of the South Library

TEXAS

Abilene	Hardin Simmons University Library
Arlington	Arlington State College Library
Austin	Texas State Library–REGIONAL
	University of Texas, Institute of Public Service Library
	University of Texas, Law Library
	University of Texas Library
Beaumont	Lamar State College of Technology Library
Brownwood	Howard Payne College, Walker Memorial Library
Canyon	West Texas State University Library
College Station	Texas A & M University Library
Commerce	East Texas State College Library
Corsicana	Navarro Junior College Library
Dallas	Bishop College, Zale Library
	Dallas Public Library
	Southern Methodist University Library
Denton	North Texas State University Library
Edinburg	Pan American College Library
El Paso	El Paso Public Library
	University of Texas, Texas Western College Library
Fort Worth	Fort Worth Public Library
	Texas Christian University Library
Galveston	Rosenberg Library
Houston	Houston Public Library
	University of Houston Library
Huntsville	Sam Houston State Teachers College, Estill Library
Kingsville	Texas College of Arts and Industries Library
Longview	Nicholson Memorial Library
Lubbock	Texas Technological College Library–REGIONAL
Marshall	Wiley College, Carnegie Library
Nacogdoches	Stephen F. Austin State College Library
Plainview	Wayland Baptist College, Van Howeling Memorial Library
San Angelo	San Angelo College Library
San Antonio	Public Library, Business and Science Department
	St. Mary's University Library
	Trinity University Library
San Marcos	Southwest Texas State College Library
Sherman	Austin College, Arthur Hopkins Library
Texarkana	Texarkana College Library
Waco	Baylor University Library
Wichita Falls	Midwestern University Library

UTAH

Cedar City	College of Southern Utah Library
Ephraim	Snow College Library
Logan	Utah State University of Agriculture and Applied Science Library–REGIONAL
Ogden	Weber College Library
Provo	Brigham Young University Library
Salt Lake City	University of Utah Library
	Utah State Library
	University of Utah, Law Library

VERMONT

Burlington	University of Vermont Library
Johnson	Johnson Teachers College Library
Middlebury	Middlebury College, Egbert Starr Library
Montpelier	Vermont State Library
Northfield	Norwich University Library
Putney	Windham College, Dorothy Culbertson Marvin Library

VIRGINIA

Blacksburg	Virginia Polytechnic Institute Library
Bridgewater	Bridgewater College Library
Charlottesville	University of Virginia, Law Library
Emory	Emory and Henry College Library
Fairfax	George Mason College of the University of Virginia Library
Fredericksburg	Mary Washington College Library
Hampden-Sydney	Hampden-Sydney College Library
Lexington	Virginia Military Institute Library
	Washington and Lee University Library
Norfolk	Armed Forces Staff College Library
	Norfolk Public Library
	Old Dominion College, Hughes Library
Petersburg	Virginia State College Library
Richmond	Virginia State Library
Roanoke	Roanoke Public Library
Salem	Roanoke College, Bittle Memorial Library
University	University of Virginia Library
University of Richmond, P.O.	University of Richmond Library
Williamsburg	William and Mary College Library

WASHINGTON

Bellingham	Western Washington State College
Cheney	Eastern Washington State College Library
Ellensburg	Central Washington State College Library
Everett	Everett Public Library
Olympia	Washington State Library–REGIONAL
Port Angeles	Port Angeles Public Library
Pullman	Washington State University Library
Seattle	Seattle Public Library
	University of Washington Library
Spokane	Spokane Public Library
Tacoma	University of Puget Sound Library
	Tacoma Public Library
Vancouver	Fort Vancouver Regional Library
Walla Walla	Whitman College Library

WEST VIRGINIA

Athens	Concord College Library
Charleston	Department of Archives and History, State Library
	Kanawha County Public Library
Elkins	Davis and Elkins College Library
Fairmont	Fairmont State College Library
Glenville	Glenville State College, Robert F. Kidd Library
Huntington	Marshall University Library
Institute	West Virginia State College Library
Morgantown	West Virginia University Library–REGIONAL
Salem	Salem College Library
Weirton	Mary H. Weir Public Library

WISCONSIN

Appleton	Lawrence College Library
Beloit	Beloit College Libraries
Eau Claire	Wisconsin State College, William D. McIntyre Library
Fond du Lac	Fond du Lac Public Library
La Crosse	Public Library
	Wisconsin State University, Florence Wing Library
Madison	Madison Public Library
	Reference and Loan Library
	State Historical Society Library–REGIONAL
	University of Wisconsin Library
	Wisconsin State Library
Milwaukee	Milwaukee County Law Library
	Milwaukee Public Library–REGIONAL
	Mount Mary College Library
	Oklahoma Library
	University of Wisconsin–Milwaukee Library
Oshkosh	Oshkosh State College Library
Platteville	Wisconsin State College and Institute of Technology, Karrmann Library
Racine	Racine Public Library
River Falls	Wisconsin State University, Chalmer Davee Library
Stevens Point	Wisconsin State College Library
Superior	Superior Public Library
	Wisconsin State College, Curran Library
Waukesha	Waukesha Public Library
Whitewater	Wisconsin State College, Harold Anderson Library

WYOMING

Casper	Natrona County Public Library
Cheyenne	Wyoming State Library
Laramie	University of Wyoming Library
Sheridan	Sheridan College, Mary Brown Kooi Library

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